

SUBJECT: GOVERNANCE DOCUMENTS SCHEDULE

PURPOSE: So that the Governance Council (GC) can review all critical documents in order to be informed and prepared to discuss each at a timely meeting, the following publication/circulation guidelines will be followed:

- (A) **GC Meeting Minutes** – Whether the meeting is a regular or special meeting, a draft of the minutes for each meeting will be published and circulated via email or fax to each GC member and each Executive Leadership Team (LT) member not later than ten (10) working days following the meeting covered in the minutes.
- (B) **Financial Reports**
 - 1. **Monthly Budgets, Cash Reports, Quarterly Summary Reports** are to be circulated to each GC & LT member via email or fax not later than one (1) calendar week prior to the meeting at which the reports will be presented for discussion and/or approval.
 - 2. **Annual Budgets, Audit Reports** are to be circulated to each GC & LT member via email or fax not later than twenty (20) working days prior to the meeting at which the reports will be presented for discussion and/or approval.
 - 3. **Budget Adjustment Requests {BARS}** are to be circulated to each GC & LT member via email or fax not later than five (5) working days prior to the meeting at which the BAR will be presented for GC approval. Any BAR resulting from an emergency or an unforeseen outside deadline, may be presented at the next regular GC meeting, regardless of timing.
- (C) **Policy Approval and/or Changes** are to be circulated to each GC & LT member via email or fax not later than two (2) calendar weeks prior to the meeting at which they will be presented for discussion and/or action.
- (D) **Program Descriptions, State Documents, Federal Forms or Documents, Private Contracts** requiring GC approval, are to be circulated to each GC member via email or fax not later than one (1) calendar week in advance of the meeting at which each will be presented for discussion and/or approval.

ASSUMPTION: Descriptions, explanatory notes, background data, etc., are assumed to be part of the documents circulated to GC members.

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