

SPARWOOD PUBLIC LIBRARY ASSOCIATION STATEMENT of POLICIES		Page:	1 of 2
Chapter:	GOVERNANCE	SP No.	B.11
Subject:	Planning – Strategic, Annual Operating and Calendar of Significant Activities	Date Approved:	February 5, 2024
Issued by:	Board Trustees	Subject to Review:	2025
Replaces:	NEW	Dated:	

POLICY

Annual Operating and General Administrative Calendar

1. The key responsibility of a board trustee is to ensure the **SPLA** fulfils its commitments on time. Commitments may be divided into two categories:
 - a. Externally imposed commitments – imposed by statutes and regulations
 - b. Internally imposed commitments – imposed by the **SPLA** policies or agreements with grantors, staff, or other entities that the **SPLA** deals with or reports to
2. The following items should be included in an organizational calendar:
 - a. Deadline for completing the Provincial Public Library Grant Report
 - b. Deadline for completing the Annual Survey Report (Counting Opinions)
 - c. Deadline for completing the Statement of Financial Information (SOFI)¹
 - d. Deadline for filing GST returns and rebates
 - e. Deadline for submitting payroll deductions, if applicable
 - f. Notice of Annual General Meeting (AGM)
 - g. Date of AGM
 - h. Reminder to update board trustees' contact info after AGM
 - i. Reminder to review policies yearly at the first board meeting after AGM
 - j. Deadlines related to grant and/or funding agreements
 - k. Preparation of annual budget
 - l. Annual review of staff performance, if applicable
 - m. Review or create policies
 - n. Review of fundraising plan or activities
 - o. Renewal dates for lease and/or rental agreements
 - p. Deadlines or renewal dates for insurance

PURPOSE

3. The purpose of this Statement of Policy is to guide individuals responsible for developing the **SPLA's** strategic, operational, and annual planning processes, practices and administrative timelines and deadlines, ensuring they are consistent with its mission and purpose of accountability.

RESPONSIBILITY

4. The **SPLA's** board trustees recognizes that it is accountable to the membership of the library.

¹ The information related to the completion of the forms noted in points a, b, c is found here: <https://www2.gov.bc.ca/gov/content/sports-culture/arts-culture/public-libraries/tool-resources-library-administrators/reporting-accountability>

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PROCEDURES

5. None

ATTACHMENTS

Form B9 - Board Calendar (update annually)