



<b>REPORT TO:</b>	Chair's Committee
	Public
<b>TITLE OF REPORT:</b>	Chair's Committee Workplan 2024-2025
<b>PRESENTERS:</b> <i>(list ONLY those attending the meeting)</i>	B. Mai
<b>REPORT AUTHORS:</b>	B. Mai
<b>PRESENTED FOR:</b>	Input/Advice
<b>Recommendations:</b> <i>(only required when presented for approval)</i>	
<b>Purpose:</b> <i>(include context)</i>	To develop the Chair's Committee Workplan for 2024-2025
<b>Content:</b>	<p>Each committee of the Board is required to have a committee workplan. Much of the administrative work of Chair's Committee occurs each month and is contained in a list in the committee's Terms of Reference.</p> <p>An effort has been made to highlight certain specific responsibilities that happen during the year so that the committee is aware of them and can use the work plan as a road map in setting agendas</p>
<b>Connection to Committee Mandate:</b>	Each committee is required to have a committee workplan
<b>Financial Implications:</b>	n/a
<b>Timeline:</b>	
<b>Communications:</b>	
<b>Appendices:</b>	Draft/skeleton of Chair's Committee workplan