**Procedure Number: GP 2.6**

**Procedure Title: Posting Documents on the Provincial Portal**

**Purpose:** To ensure documents are posted on the Provincial Portal in a consistent and timely manner.

**Definitions:**

ADM: Administrator

BAC: Board Affairs Committee

BOD: Board of Directors

BODC: Board of Directors Chair

BODS: Board of Directors Secretary

CEO: Director of Mission and Ministry

**Relevant Documents:**

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| --- | --- | --- |
| **Provincial Portal Categories** | **Creation By** | **Posted By** |
| 1. List of the BOD Members | BAC | BODS |
| 1. List of CEO / Mgmt. Staff | ADM | ADM |
| 1. Organization Chart | ADM | ADM |
| 1. Job Descriptions | BAC | BODS |
| 1. Legal Documents | BOD | BODS |
| 1. Board Policy Handbook | BAC | BODS |
| 1. Board Calendar | BODC | BODS |
| 1. Board Monitoring Reports, Budgets, Annual Reports | ADM / CEO / BODC / BAC / Audit/Finance Committee | BODS |
| 1. Board Meeting Minutes | BODS | BODS |
| 1. Board Committee Charters | Each Committee | BODS |
| 1. Board Committee Minutes | Committee Secretaries | BODS |
| 1. Procedures/Forms for Board Governance | BAC | BODS |

**Consistent Manner:**

* With the exceptions of categories 1, 2, & 12, documents must contain a date format of Year-Month-Day before the title of the document; e.g., 2022-12-05 Board Meeting Minutes or 2021-03-23 SPC Bylaws
* Titles should be succinct; e.g., 2022-12-05 Board Affairs ~~Committee~~ Meeting Minutes.
* Legal documents and all board and committee meeting minutes must be posted in a .pdf format. All other documents can be posted in their original creation format.

**Timely Manner:**

* **Pre-Board Meeting Documents** – Category 8 documents must be forwarded to the Board Secretary for posting a minimum of 5 working days prior to the board meeting and notice of same (including the board meeting agenda) will then be emailed to all board members by the Board Secretary.
* **Post-Board Meeting Documents** – Category 9 documents must be posted by the Board Secretary within 5 working days following the board meeting and notice of same emailed to all board members.
* **Management Documents** - Category 2 and 3 documents will be posted by the Administrator within 5 working days of any changes.
* **Board Documents** - Category 1, 7, and 10 will be posted by the Board Secretary within 5 working days of the start of the fiscal year. Categories 4, 5, 6, and 12 will be posted by the Board Secretary within 5 working days of the approval of any revision.
* **Committee Documents** – Category 10 documents must be forwarded by the committee secretaries to the Board Secretary within 5 working days of the start of the fiscal year. Category 11 documents must be forwarded by the committee secretaries to the Board Secretary for posting within 14 working days of the committee meeting. Drafts of committee meeting minutes should be forwarded in a Word format (to allow for editing) to members of the committee for review and approval within 5 working days of their meeting. Committee members should complete the review/approval of the minutes within 5 working days and so notify the committee secretary. The approved committee meeting minutes must then be saved in a .pdf format by the appropriate secretary and forwarded to the Board Secretary for posting on the Portal.