The Executive Director may not permit the board to be uninformed or unsupported in its work. The Executive Director will not:

1. Neglect to submit monitoring data required by the board in a timely, accurate and understandable fashion, directly addressing provisions of the board policies being monitored, and including the Executive Director’s interpretations as well as relevant data.

2. Let the board be unaware of any significant incidental information it requires including anticipated adverse media coverage, threatened or pending lawsuits and material external and internal changes.

3. Allow the board to be unaware that, in the Executive Director’s opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior, which is detrimental to the work relationship between the board and Executive Director.

4. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.

5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

6. Allow the board to be without a workable mechanism for official board, officer or committee communications.

7. Deal with the board in a way that favours or privileges certain board members over others, except when
   (a) fulfilling individual requests for information or
   (b) responding to officers or committees duly charged by the board.

8. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy of the board regardless of the board’s monitoring schedule.
9. Fail to submit to the board a consent agenda containing items delegated to the Executive Director yet required by law or contract to be board-approved, along with applicable monitoring information.

---

**MONITORING PROCESS**

<table>
<thead>
<tr>
<th>FREQUENCY:</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATEST REVISION:</td>
<td>date</td>
</tr>
<tr>
<td>LATEST REVIEW:</td>
<td>date</td>
</tr>
</tbody>
</table>