



District of Sault Ste. Marie
Social Services Administration Board

Board Meeting Arrangements

1. The Executive Assistant to the CEO will book a meeting room large enough to accommodate all Board members, Board staff and public
2. The meeting room will be readily accessible to the public.

Public Notice:

1. The notice will appear on the Board website
2. The public are welcome to attend all Board Meetings

Board Packages:

1. The Executive Assistant to the CEO will compile and distribute Board Meeting Packages to all Board members and identified staff by email notification.
2. The Board Meeting Packages shall generally consist of:
 - Meeting Notice Memo
 - Agenda for Board Meeting
 - Draft Board Meeting Minutes from previous Meeting
 - Any Written Reports from Committee Meetings
 - Reports on Programs/DSSAB Business
 - Other attachments as necessary
3. All staff will provide Board reports to the CEO six (6) business days prior to the Board meeting.
4. The Board Packages will attempt to be distributed to all Board members by posting the board material on the Board portal by 4:00 pm of the Friday preceding the Board meeting date.
5. The Board Package will attempt to be made available to the public on the website by noon on the Monday preceding the Board Meeting.

Board Member Responsibilities:

1. Each Board member will confirm the annual schedule of dates, times and location of the Board meetings by reference to the Annual Meeting Calendar.
2. It will be the responsibility of the Board member to advise the Executive Office if they are unable to attend any Board meeting at least 3 days in advance of the meeting.

Approved October 19, 2023