

Chapter 9

Committee Work Plans

9.1 Preparation

- a) The Chair of each Standing Committee is responsible for preparing an Annual Work Plan which sets out the work that the Committee expects to undertake during the course of the Fiscal Year.
- b) Each Committee's draft Work Plan will be presented to the Board at its September meeting. The Board will discuss each Work Plan and either approve it or refer it back to the Committee with policy direction. Expenditure authorization shall be an integral part of the Work Plan approval process.
- c) Where revisions are required by the Board, the revised Work Plan is to be re-submitted at the next Board meeting.

9.2 Contents

- a) Work Plans are to include:
 - An estimate of costs that may be incurred as a result of the work being undertaken;
 - An estimate of revenues that may be generated as a result of the Committee's activities;
 - Milestones and time lines for the Committee's work; and
 - Criteria for measuring the success of the work being undertaken.

9.3 Reporting

- a) Each Committee Chair will report monthly to the Board on the progress being made in regard to their Work Plan and may also seek the Board's approval of such amendments to the Work Plan as may be required.
- b) Committee Chairs will also present summary reports on the activities of their Committee to the bi-annual meetings of the Council of Dancers.