

BCDSS Board Policy on Action Items

An action item is a task that a Director agrees to complete or oversee. Ideally, an action item should be completed by the next meeting of the respective Board or Branch. If a Director takes on an Action Item that will not be completed by the next meeting, the Director should specify a time when s/he will be able to make a report on this item. If the action item is not completed by the next meeting or by the date originally specified, the item may be

1. considered at a later date (Director is given an extension).
2. given to another Director to complete.
3. terminated.

Unless otherwise supported by a majority vote of the Directors at the meeting, considering the item at a later date (option 1) will be the procedure followed.

Approved September 8, 1997