



Vancouver School of Theology

Principal's Report

Adopted: Jan 2007
Modified: Nov 2008

The Principal shall not permit information and advice to the Board to have significant gaps in timeliness, completeness or accuracy. Accordingly, the Principal shall not fail:

1. To present a Principal's Report to each Board meeting.
2. To include in the Report, which should not normally exceed twenty pages, the following matters:
 - a. An analytical report on the achievement of scheduled Ends policies;
 - b. An analytical report on implementation of or proposed adjustments to the major goals of the approved Strategic Plan;
 - c. Narrative and summary quarterly financial statements, as appropriate;
 - d. An analytical report on adherence to scheduled Limitations policies;
 - e. Information and advice on significant matters arising pertaining to the well-being and good order of the School, Statutory matters requiring formal Board assent, and identification of areas in which new policy may be required.
 - f. Assurance in each report that all payroll deductions have been made and that withholding taxes and GST payments have been made.
3. To append to the Report the proceedings of the Faculty Council and other relevant advisory bodies.
4. To circulate the Report to the Board at least one week in advance of its scheduled meeting.