



## Guidelines for presentations at Board Meetings

### General Presentation Guidelines

A **written request** to make a presentation to the Board must be submitted to GVHA's Chair c/o the Executive Assistant at least **ten business days** in advance of a Board meeting.

The request should include

- the name(s) of the presenter(s)
- subject of the presentation
- the presenter's (or presenters') interest in the subject
- background details and handout materials (if any)
- contact information

The chair of GVHA's board will review all requests for presentations and decide whether to accept the presentation or direct it to a sub-committee or management.

GVHA's Executive Assistant will confirm presentations at least one week prior to the meeting.

Presentations must be a maximum of **five minutes** in length unless additional time is allocated by the chair in advance. Presenters must state:

- their name and topic of presentation
- the reason for appearing before the board
- the solution or action they are seeking
- the reason(s) for their request

After the Board listens to the presentation, board members may ask questions for clarification. The Board may not be able to make an immediate decision regarding the issue until it has had an opportunity to become fully informed on the topic.

The presenter(s) will be sent a follow-up report summarizing the Board's decision regarding the issue.

Members of the public may also address the Board by providing a letter or memorandum addressed to the Chair of the Board or Chief Executive Officer, c/o GVHA's Executive Assistant.

Members of the public may make a two minute statement at the end of the board meeting without having submitted a request in advance. No response will be provided for the statements.

**\* Notwithstanding the above, the chair may allow any presentation on an emergency basis if (s)he considers it imperative to the wellbeing of the GVHA.**