

**CPPLC Governance Committee Workplan**

	Meeting to be scheduled prior to CPPLC Board meeting		
	March	June	November
<b>Dues</b>			
Recommend annual membership dues to CPPLC			X
Dues reminder/notice <sup>1</sup>	X		
Dues report		X	
<b>Officers</b>			
Review officer terms and roles		X	
Review officer job descriptions		X	
Coordinate nomination process for officers			X
Governance Committee Chair Election	X		
<b>Strategic Plan</b>			
Review progress on delegated strategic objectives	X	X	X
<b>Board Governance</b>			
Review Committee Terms of Reference	X		
Review CPPLC bylaws		X	
Review Governance Committee policies	X		
<b>Committee Governance</b>			
Schedule committee meetings for subsequent calendar year			X
Set annual committee objectives			X
Review and update committee's annual workplan			X
<b>AGM</b>			
Review draft materials for AGM: financial statements,			X
<b>Compliance</b>			
Review regulatory filing checklist for previous year	X		
Review corporate records checklist for previous year	X		

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1. Intent is to review the current dues notice and reminder notice to determine if any changes need to be made for the next mailout.