Saskatchewan Health Authority

Appendix F

Saskatchewan Health Authority (SHA) Requests to Present to the Board

The SHA's Board of Directors (Board) seeks to ensure that community organizations and internal and external stakeholders are able to approach the Board with pertinent issues that require the Board's guidance, direction or approval.

If an organization makes a request to present by following the process outlined below, the Board may invite the individual/organization to present. Please note that while the Board will make every effort to hear from various stakeholders, the Board may not accept all requests to present. You will be notified regarding whether your presentation has been accepted no later than two weeks after the email is received.

If you wish to present to the SHA Board:

1. **Please ensure that you have done the following:**

- ☐ Established a clear recommendation or outcome related to the presentation. The Board would like to know why you/your organization would like to meet with them (e.g. direction, approval, information only, etc.).
- ☐ Considered other ways to address the situation. Some issues are better resolved through collaboration with coworkers, management, other stakeholders etc.
- ☐ Completed thorough background research on this issue and consulted appropriate contacts (e.g. SHA Management, relevant stakeholders, community groups etc.)

2. **Submit a concise one-page summary outlining your request to present, which includes:**

- ☐ A brief overview of the presentation.
- ☐ Any relevant background information.
- ☐ A clear statement outlining how the Board can assist.
- ☐ Please email this summary to the Board Coordinator at SHABoardOffice@saskhealthauthority.ca at least one month prior to the next public board meeting date.

If your presentation has been accepted, you will be provided with a presentation date and time, as well as any other relevant details. Do not hesitate to contact the Board Coordinator at 306-655-0093 if you have any questions about the presentation process.

If your presentation has been approved, you will be asked to do the following:

1. **Submit a presentation and other background material:**

- ☐ If necessary, please provide further background information (maximum five pages) that relates to the situation.
- ☐ You can provide a slide presentation (maximum six slides) if you wish.
- ☐ Presenters should be prepared for discussion and limit the presentation to no more than 10 minutes. An additional 10 minutes will be dedicated to questions and discussion with the Board after the presentation.

- ☐ Please note that Board members will review the slide presentation and background information prior to the presentation to ensure that they are familiar with the material.
- ☐ A copy of the slide presentation and background material must be provided via email to the Board Coordinator no later than 14 days before the public meeting. They can be contacted at SHABoardOffice@saskhealthauthority.ca, or 306-655-0093.

2. Provide presenter information:

- ☐ Please provide the name of each presenter, and their title or role no later than 14 days before the public Board meeting date. A maximum of four guests can be accommodated.

3. Presenting to the Board

- ☐ Please arrive 10-15 minutes prior to the presentation.
- ☐ The presentation will be ready upon your arrival. Please ensure that one of your guests is able to control the slide presentation.
- ☐ You will be provided with 20 minutes of presentation time (10 minutes for the presentation, and 10 minutes for questions and discussion).

After the presentation:

The Board will contact you, if necessary, regarding a decision or follow up item no later than four weeks after the presentation.