SAMPLE - Board Planning Calendar

Month	Board Meeting Agenda Items	Task Force/Other Related Activity
Jan	Decision: - Approve People Policy changes Discussion: - Board Slate Information: - Year End KPI Report - Coming year People Plan	- ED Dev: Perf Review Data Analyst provides report to ED Dev Task Force - Board Dev: finalize board slate and board evaluation process
Feb	Decision: - Year End Financials & Auditors Report - Board Slate - ED Performance Review/Comp Discussion: - Board Evaluation Information:	- ED Dev: presents Performance Review Summary to ED; ED and Chair draft annual goals
Mar	- Annual General Meeting - Typically no regular board meeting	- Board Dev: determine board member orientation process and board education calendar
Apr	Decision: Discussion: - Annual Planning Day Information: - Q1 Financials; KPI Report	- New Board Member Orientation
May	Decision: Discussion: Information:	
June	Decision: Discussion: Information:	- Board Dev: review board matrix, Chair conducts one-on-ones with all board members to determine satisfaction
July/ Aug	Decision: Discussion: Information: - Q2/YTD Financials; KPI Report - Semi-annual People Plan Update	- Annual Planning Day in either July or Aug
Sept	Decision: Discussion: - Draft strategic plan Information:	
Oct	Decision: Discussion: - Draft budget and strategic plan Information: - Q3/YTD Financials; KPI Report	- ED Dev: Chair convenes to initiate ED Review Process (see ED Performance Review Process)
Nov	Decision - Budget approval - Annual strategic plan approval Discussion: Information:	- ED Dev: ED Perf Review surveys go out to employees, board and community stakeholders - HR Advisory (ED convenes): review and recommend relevant changes to current People Policies
Dec	- Board/staff holiday gathering, typically no board meeting	- Board Dev: review board matrix, discuss board slate, review/revise workplan for coming year