

SAMPLE Annual Board Calendar

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| **MONTH** | **STRATEGIC CONVERSATIONS** **AND BOARD PERFORMANCE** | **FIDUCIARY RESPONSIBILITIES** |
| January | Strategic Conversation:*Who are our key partners? How are we building those relationships?*  | 4th Quarter Financials |
| February | * Review/Approve Annual Calendar
* Board training: Understanding Financial Statements
 | Review/Audit of Financials |
| March | **Strategic Conversation:** *Are there policies we should be advocating for, at the State and local level? What does advocacy look like?* |  |
| April | Strategic Conversation:*What are the market trends we should be aware of?* | 1st Quarter Financials |
| May | * Board Training: Board roles and responsibilities
 | Monitor policies: *Conflict of Interest, Whistleblower, Document Retention* |
| June | * Begin Board Self-Evaluation
* Update/launch board recruitment process
 | Begin Management’s Evaluation |
| July | RECESS |
| August | * Board Self-Evaluation Results
 | 2nd Quarter Financials |
| September | BOARD/MANAGEMENT RETREAT* Review/Update Strategic Plan
* Brainstorm Topics for Strategic Conversations
* Update Committees Structure
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| October | * Elect Officers
* Refresh Committees and Committee Chairs
* Approve slate of new board members to begin terms in November
 | * 3rd Quarter Financials
* Complete Management’s Evaluation
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| November |  | * Review Draft Operational Plan and Draft Budget
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| December |  | * Approve Operational Plan and Budget
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