

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 |  |
| 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 |
| November |  | * Review Draft Operational Plan and Draft Budget |
| December |  | * Approve Operational Plan and Budget |