

THE CULTURALLY CONSCIOUS BOARD

BOARD DEPTH SERIES

# Annual Calendar Planning

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A Tool to Help Boards  
Cultivate Routines.

# 202\_ | Board Agendas (Strategy Focus)

**Organization's Name:** \_\_\_\_\_

This is a sample of an agenda overview to help prepare each board meeting's agenda. Use the Inventory Focus tool to fill in this chart.

Standing Agenda Items	Action Items
<b>JANUARY Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Review By-laws</li> <li>• Affirm Board Responsibilities</li> <li>• Certify 100% Board Giving Participation</li> <li>• Review Annual Calendar</li> </ul>	
<b>FEBUARY Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Review Succession Plan</li> <li>• Outline Training Plan for Upcoming Year</li> </ul>	
<b>MARCH Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Review Crisis Preparedness &amp; Communication Plan</li> <li>• Ratify Strategic Plan (Budget Allocations)</li> </ul>	
<b>APRIL Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Q2- Marketing Plan Update (Budget Allocations)</li> </ul>	
<b>MAY Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Initiate Resource Development Committee</li> <li>• ED Report: Mid-Year Strategic Plan Update</li> </ul>	
<b>JUNE Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Fund Strategic Plan</li> <li>• End of Fiscal Year</li> <li>• Q3 Volunteer Recruitment Kickoff</li> </ul>	
<b>JULY Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Start of New Fiscal Year</li> </ul>	
<b>AUGUST Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Engage Auditors</li> </ul>	

<b>SEPTEMBER Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Audit in Process</li> <li>• Board Reviews: E.D., Directors &amp; Chair</li> </ul>	
<b>OCTOBER Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Audit Complete</li> <li>• Build Completed</li> <li>• Fall Appeal</li> </ul>	
<b>NOVEMBER Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• Update Strategic Plan (Un-Budgeted Draft)</li> <li>• Conflict of Interest Update</li> </ul>	
<b>DECEMBER Board Meeting - [ Dates: _____ ]</b>	
<ul style="list-style-type: none"> <li>• 990 Filing</li> <li>• Christmas Break</li> <li>• End of Year Review</li> </ul>	

**Organization's Name:** \_\_\_\_\_

Standing Agenda Items	Action Items
<b>JANUARY Board Meeting - [ Date(s): _____ ]</b>	
<b>FEBUARY Board Meeting - [ Date(s): _____ ]</b>	
<b>MARCH Board Meeting - [ Date(s): _____ ]</b>	
<b>APRIL Board Meeting - [ Date(s): _____ ]</b>	
<b>MAY Board Meeting - [ Date(s): _____ ]</b>	
<b>JUNE Board Meeting - [ Date(s): _____ ]</b>	

<b>JULY Board Meeting - [ Date(s): _____ ]</b>	
<b>AUGUST Board Meeting - [ Date(s): _____ ]</b>	
<b>SEPTEMBER Board Meeting - [ Date(s): _____ ]</b>	
<b>OCTOBER Board Meeting - [ Date(s): _____ ]</b>	
<b>NOVEMBER Board Meeting - [ Date(s): _____ ]</b>	
<b>DECEMBER Meeting - [ Date(s): _____ , Break ? ]</b>	



<b>Sub-Committee Review</b>													
• Facilities/Building Committee Charter Review	Chair						x						
• Governance Committee Charter Review	Chair						x						
• Finance Committee Charter Review	Chair						x						
• Fundraising Committee Charter Review	Chair						x						
<b>Finance Review</b>													
• Fiscal Year Dates							x	x					
• Develop Budget	ED												
• Validate Budget	Finance												
• Ratify & Monitor	Directors												
• Budget Mid-Course Review	Chair						x						
<b>Personnel Review</b>													
• Annual Board Chair Evaluation	Directors									x			
• Annual Executive Director Evaluation	Chair									x			
• Annual Mid-Course Strategy Review	ED/Chair						x			x			
• Annual Board Member Self-Evaluation	Directors									x			
• Annual Board Member Evaluation	Chair									x			
• Annual Staff Hiring & Compensation Review	Finance									x	x		
<b>Compliance Review</b>													
• Constitution & By-Laws	Chair	x					x						
• Annual Fiscal Audit									x				

• Credential, Certifications, License	ED/Chair									X				
• Federal, State, County Compliance	Finance									X				
• 990 Filing	ED/Finance													X
• Funder Stipulation Reviews	ED/Finance							X						
• Conflict of Interest Policy Review														
• Risk & Forecast Assessment	ED / Finance							X						
<b>Operational Review</b>														
• Business Performance Review (KPIs)	Directors	X												
• Crisis Preparedness & Communication Plan														
• Programs Evaluation Report	ED / Chair									X				
• Programs Funding Review	Finance									X				
<b>Environmental Review</b>														
• National-Issues & Trends Scan	ED / Chair										X			
• Industry-Issues & Trends Scan	ED / Chair											X		
• SWOT Scan: <i>Strengths, Weaknesses, Opportunities &amp; Threats</i>	Directors					X								
• PESTLE Scan: <i>Political, Economic, Social, Technological, Legal &amp; Environmental</i>	Directors					X								





