

## Sample Board Meeting Planning Calendar

Board Calendar	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Strategy</b>	Board Dev/ Governance		Org-Level Partnerships		Revenue Model					Board & Staff "Retreat"		
<b>Annual Budget</b>										X	X	Review/ approve operating budget
<b>Financial Reporting &amp; Monitoring</b>	X	X	X	X	X	X	X	X	X	X	X	X
<b>Policy Monitoring &amp; Review</b>	Bylaws	Physical Asset Mgmt.	Data & Records & IT Systems	HR/ Personnel	Fundraising				Conflict of Interest & Code of Conduct	Leadership Succession	Financial Policies	
<b>Board Education &amp; Training</b>	Orientation & Mentor Pairing	X				X		X				
<b>Executive Director Performance Review</b>											X	X
<b>Board Self-Assessment, Nominations</b>										X	X	X

**Notes:** Routine/monthly agenda topics may also include consent agenda, review of minutes, committee updates, new or pipeline project updates and/or consideration of approvals, and/or special announcements. Board Education may include staff presentations or site visits or guest speakers. Board Training may include orientation sessions or workshops related to the board's roles and responsibilities.

## Board Committees

	Executive Committee	Governance & Nominating Committee	Finance Committee	Fundraising (or Campaign) Committee
Committee Purpose				
Members				
Meeting Schedule				