

Annual Board Calendar

January-February

- Review program evaluation and effectiveness
- Review workplace safety and employee policies

March-April

- Board Self-Assessment
- Review by-laws
- Review policies
- Annual Conflict disclosure process
- Board Training

May-June

- Review annual financial statements and other annual reports
- review draft of and process for preparing Form 990
- review branding and communications including social media practices
- review key reputation risks
- Send Community surveys
- Create and approve fundraising plan

July-August

- Board retreat (Board training, review by-laws, review committee structures, create annual event calendar)
- New board member recruitment
- Evaluate the CEO
- Strategic planning review
- Setting annual goals
- Budget approval
- Legal compliance review
- Elections of directors and officers
- Hire an independent Auditor

September-October

- Review insurance coverage
- Contracts (snow removal etc..)
- IT Security (Camera system, Computer software, emails etc..)
- Data Security
- Web-Site content Review
- Review Auditor's report

November-December

- Review fundraising performance
- Review staff performance
- Review hiring process for staff and volunteers
- Board Training