

Annual Board Calendar

Period 1

Program Evaluation

- review program effectiveness and evaluation methodologies

Risk Management (Audit)

- review risk exposures and management
- review insurance coverages
- review intellectual property protection
- review compliance matters
- review status of key contracts including lease, credit, and collaboration agreements

Public Policy and Advocacy

- review relevant public policy developments and advocacy needs

Period 4

Annual Budget and Goals (Finance)

- adopt annual budget and goals

Workplace Environment and Culture

- review tone at the top
- review workplace environment, culture, and consistency with organizational values
- review mechanisms for reporting misconduct

Executive Performance and Comp Review (Exec)

- review performance and compensation of ED, CFO and other senior staff as appropriate
- document process in accordance with compensation policy and IRS guidance
- review ED succession plan

*requires formal Board approval

Period 2

Board Self-Assessment (Gov)

- evaluate board, committee, and officer composition and diversity, [including pipeline to diverse candidates]
- evaluate board functioning including inclusivity, engagement, and ambassadorship performance

Governance Review (periodically) (Gov)

- review bylaws, committee structure, committee charters, and other governance arrangements
- review governance policies
- review director orientation program
- review officer succession plan

Annual Conflicts Review (Gov)

- conduct annual conflicts disclosure review

Period 5

Long-term Planning/Sustainability

- review core programs and needed resources
- review progress against strategic plan initiatives
- review strategy for long-term financial sustainability

Board, Committee, and Officer Elections

- elect directors in accordance with bylaws*
- elect officers in accordance with bylaws
- appoint committee members in accordance with bylaws*

Technology

- review IT and technology budget
- review technology effectiveness and spending
- review key changes in technology and data security policies and programs

[Annual Board retreat]

Period 3

Financial Reporting (Audit)

- review annual financial statements and audit
- review internal controls with [ED, CFO, and xx Committee]
- review draft Form 990

Investment and Financial Review (Finance)

- review financial planning processes and policies
- review investment policy and practices

Branding and Reputation

- review branding and communications practices
- review key reputational risks

[Program-Related Event]

Period 6

Fundraising

- review revenue composition
- review fundraising goals, strategies, performance, and solicitation policies
- review donor and corporate sponsor reputation
- review Board fundraising performance
- confirm with staff that contributions are used in line with solicitation materials and donor intent

Human Resources

- review staffing needs
- review leadership and staff demographics
- review key personnel policy matters
- review recruitment and hiring practices for staff and volunteers

[Fundraising Gala]