

# Annual Board Calendar

SLS SAMPLE DOCUMENT 07/06/18

## January-February

### Program Evaluation

- review programs, program effectiveness and evaluation methodologies

### Risk Management (Audit)

- review risk exposures and management
- review insurance coverages in view of current activities and assets
- review intellectual property protection and practices
- review status of key operating contracts including lease, credit, and key collaboration agreements

### Public Policy and Advocacy

- review relevant public policy developments and advocacy needs

## March-April

### Board Self-Assessment (Gov)

- evaluate board composition
- evaluate board internal functioning including information flows and engagement
- evaluate external ambassadorship performance

### Governance Review (every 2 – 3 years) (Gov)

- review bylaws, committee structure, committee charters, and other governance arrangements
- review governance policies
- review director orientation program
- review Board Chair succession planning

### Annual Conflicts Review (Gov)

- conduct annual conflicts disclosure process

## May-June

### Financial Review (Finance)

- review annual financial statements and other financial reports
- review internal controls with [ED, CFO, and xx Committee]
- [review investment policy and practices]

### Tax Reports (Audit)

- review draft of and process for preparing Form 990

### Branding and Reputation

- review branding and communications including social media practices
- review key reputation risks

## July-August

### Annual Budget and Goals (Finance)

- adopt annual budget and goals

### Workplace Environment and Culture

- review tone at the top
- review workplace environment and culture
- review mechanisms for reporting sexual and other misconduct
- review whistleblower reports and climate surveys

### Executive Performance and Comp Review (Exec)

- review performance and compensation of ED, CFO and other senior staff as appropriate
- evaluate whether exec comp is fair and reasonable\*
- document process in accordance with compensation policy and IRS guidance
- consider ED succession plan

\*requires formal Board approval

## September-October

### Long-term Planning/Sustainability

- review mission, strategy, and core program and resource allocation choices
- review strategy for long-term financial sustainability

### Annual Board and Officer Elections\*

- elect directors in accordance with bylaws
- elect officers in accordance with bylaws

### Board Committees\*

- appoint directors to committees

### IT Systems, Data Security, and Privacy

- review IT capability and needs
- review data collection and security practices
- review privacy policy and practices

## November-December

### Fundraising

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

### Human Resources

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

[ADD ANNUAL BOARD RETREAT, KEY ORGANIZATIONAL EVENTS (FUNDRAISERS, ETC.)]

Note: This is a suggested calendar and is for discussion purposes only. The Board and Executive Director should decide what is best for Client in view of the nature and rhythm of its activities while keeping in mind “housekeeping” and compliance requirements. The tasks described above are recommended in addition to recurring agenda items, including, for example, approval of minutes from previous meetings and program and budget updates. We have provided suggestions for committee oversight, but these too can be tailored to Client’s practice.

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