

Board Annual Work Plan - Sample Template

Meeting 1	Meeting 2	Meeting 3	Meeting 4
In-Person	Conference Call	In-Person	Conference Call

<b>Strategy &amp; Business Planning</b>				
Review of Dashboard	15	15	15	15
Approval of Annual Budget and Operating Plan			120	
CEO Annual Goals & Objectives for Coming Year			60	
<b>CEO Relations</b>				
In-Camera session with CEO	30		30	
Board Input into CEO Performance Review	60			
Review of CEO & Senior Management Succession and Transition Plans	30			
<b>Monitoring</b>				
CEO Report	60	15	60	15
Audit Committee Report	10	10	10	10
Finance Committee Report	10	10	10	10
Governance Committee Report	10	10	10	10
Quarterly Financial Review (Statements and YE Forecasts)	30	15	30	15
Audited financial statement review	30			
<b>Legal/Governance Matters</b>				
Appointment of Corporate Officers	15			
Review of T3010 prior to submission	15			
Review of Directors Liability Insurance	30			
Preparation of AGM Agenda (as required: includes approval of annual audit fee, registration of new members, election of new board members, approval of Directors Liability Insurance, approval of previous AGM minutes and approval of any recommended changes to Articles or By-laws)	30			
Annual General Meeting	240			
Directors asked to sign annually the Ineligible Individual Declaration, Conflict of Interest Statement and other foundational documents	-			
<b>Approval/Review of Policies and Mandates</b>				
Review and updates to Board Policy Manual			30	
Review of Code of Ethical Fundraising and Financial Accountability ; CEO to annually give the Board a list of the number, type and disposition of complaints			15	
<b>Board Development &amp; Planning</b>				
Board Self-Assessment, Development or Training	120		120	
New Board Member Orientation (separate meeting)	-			
Appointment of Committee Members and Chairs	15			
In-Camera session with all board members	30	10	30	10
TOTAL TIME ESTIMATE (HOURS)	13.0	1.4	9.0	1.4

Add-in Biennial Agenda Items

<b>Strategy &amp; Business Planning</b>				
Review/Reaffirmation of Mission Statement			60	
Reaffirmation of Strategic Plan			60	
Refresh of Strategic Plan	120			
<b>Monitoring</b>				
Review of Staff & Volunteer Handbook			15	
<b>Approval/Review of Policies and Mandates</b>				
Review Committee Terms of Reference (Audit, Finance, Governance)			30	
<b>Board Development &amp; Planning</b>				
Review of Board Work Plan			15	
Board Retreat			180	
Board Development / Training Session	180			
Board Self Assessment Review	30			