



Annual Board Governance Calendar

Managing a Board can be like herding cats! Your Board members are busy people, so it's up to you to make it as easy as you can for them to attend meetings and provide the governance your nonprofit needs.

Every nonprofit Board should have a calendar that includes its yearly plan of items that are specific to your Board's governance. The calendar should provide a simple overview of the dates of Board and primary committee meetings, fiduciary and HR reviews, and special stakeholder events. It's helpful if the calendar format is easy to update each year.

A Board calendar is usually drafted by the Secretary at the beginning of the fiscal year (or at the end of the previous year), then approved by the Chair, and then circulated to the rest of the Board for input. It should then be formally adopted by the Board at its first meeting of its new fiscal year. It's, of course, a living document and will be updated throughout the year.

Prepping an annual board meeting calendar in advance ensures that:

- Each member of the Board of Directors can plan their own affairs with their responsibilities to the organization in mind.
- The board has an up-to-date overview of the focus for each meeting.
- Nothing critical is missed (such as evaluations, risk management or financials).
- Discussions aren't the same at each and every meeting.
- Individual members are all aware of action items and key reporting dates.
- Directors don't take meetings off track, with a logical progression of thoughts and additional discussions raised at a suitable time throughout the year.
- Everyone is aligned on compliance requirements and dates.

These are some of the items to include in your calendar:

- Regular Board meetings, Executive Committee meetings, Board Committee meetings
- Approval of budget for next fiscal year

- Mid-year review of financial performance, including reserves and investments
- Board self-evaluation
- Board and staff strategy and planning retreats
- Evaluation of Leadership: CEO, CFO compensation and bonuses
- Operational Policy Review (or review of specific policies, such as an HR Policy)
- Review of Bylaws
- Stakeholder events: fundraisers, open houses, program events

Annual Board Planning Calendar Example

| January | February | March | April |
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| <ul style="list-style-type: none"> • Board Meeting Jan 11 • Finance Committee Meeting | <ul style="list-style-type: none"> • NO Board Meeting • Board Retreat Feb 11-12 • Governance Committee Meeting • Fundraising Committee Meeting | <ul style="list-style-type: none"> • Board Meeting Mar 8 • Financial Management Policy Review • Program Committee Meeting | <ul style="list-style-type: none"> • Board Meeting Apr 12 • Finance Committee Meeting • Fundraising Committee Meeting |
| May | June | July | August |
| <ul style="list-style-type: none"> • Board Meeting May 10 • Governance Committee Meeting • Open house | <ul style="list-style-type: none"> • Board Meeting June 14 • Review of Bylaws • Summer fundraiser • Program Committee Meeting • Fundraising Committee Meeting | <ul style="list-style-type: none"> • Board Meeting July 12 • Mid-year financial review • Finance Committee Meeting | <ul style="list-style-type: none"> • Board Meeting Aug 9 • Annual Fundraising Great Event Aug 26 • Governance Committee Meeting • Fundraising Committee Meeting |
| September | October | November | December |
| <ul style="list-style-type: none"> • Board Meeting Sept 13 • Fall fundraiser • Program Committee Meeting | <ul style="list-style-type: none"> • Board Meeting Oct 11 • Finance Committee Meeting • Fundraising Committee Meeting | <ul style="list-style-type: none"> • Board Meeting Nov 8 • Board evaluation • Governance Committee Meeting | <ul style="list-style-type: none"> • NO Board Meeting • Holiday Party Dec 21 • Budget approval • CEO/CFO review |