## **Board Annual Workplan Sample**

	Item	Responsibility	April	May	June	July	August	September	October	November	December	January	February	March	As Required
1.0	Strategic Plan and Organizational Performance		1.00	10000		I I I I I		Links	IDEAL		anav.	BEI		retised	
	1.1 Review strategic plan and refresh	Board			X										
	1.2 Review progress on specific strategic directions	Board	П		Х			Х			Х			Х	
	1.3 Review organizational performance targets	Board			х			X			X			X	
2.0	Finance, Audit and Fundraising														
	2.1 Ensure preparation of annual budget	Fin											Х		
	2.2 Approve annual budget	Board												X	
	2.3 Determine compensation for the auditor	Fin												Х	
	2.4 Approve audited financial statements	Board	П		х									177.51	
	2.5 Evaluate auditors and recommend to members on appointment of auditors	Fin			***		х	х							
	2.6 Review quarterly financial statements	Board	Х			X			Х			Х			
	2.7 Review financial policies and procedures	Fin	П									Х			П
	2.8 Review fund development plan and refresh	Fund											X		
3.0	Executive Director (ED)														
	3.1 Receive report on operations from ED	Board	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	
	3.2 Approve performance appraisal process for ED	Board									X				
	3.3 Establish performance goals for ED	Board												X	
	3.4 Receive report on completion of ED performance appraisal	Board												x	
	3.5 Review succession planning	Board													X
4.0	Board Affairs														
	4.1 Approve terms of reference and workplans for committees	Board												х	
	4.2 Appoint chairs and members to Board committees	Board												Х	
	4.3 Receive reports from committees	Board													X
	4.4 Review governance policies	Sub				X									
	4.5 Approve governance policies	Board						Х							
	4.6 Set date for AGM	Board		Х											
	4.7 Review bylaw changes	Sub		Х											
	4.8 Approve bylaw changes to recommend to members	Board			х										
	4.9 Director recruitment and nomination	Nom	X	Х						X	X	X	X	X	
	4.10Appoint Board Officers (at Board meeting immediately following AGM)	Board						х							
	4.11Conduct Board evaluation survey	Nom			X	Х									