

Sample Board of Directors Work Plan

The Board shall establish a yearly work plan that will include, at a minimum, the following:

- May:
- Conducting of the Annual Meeting
 - New Board Member orientation
 - Membership approval strategic plan / Ends
 - Election of new Board Members
 - Membership appointment of Nominating Chair for the next year
- June:
- Board of Director's planning meeting
 - Strategic Plan refreshed / Ends statement review and development
 - Review of AGM key outcomes and issues
 - Review & development of Board work plan
 - Establishment of By-law review task force if requested/required
 - Review of Nominating Policy – to include skill set review
 - Orientation of the Nominating Chair
- July:
- Communication to Members – Report followed by Phone Calls
- August:
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- September:
- Board of Directors Conference Call
 - Quarterly Report prepared and distributed
- October:
- Board of Directors Meeting
 - Nominating Report and assistance if required
 - Specific policy review (area of review TBA)
 - Executive Director Monitoring (Interim Review)
 - Business Plan Review
 - Initial AGM planning for following year
 - Office & staff orientation and reception
- November:
- Communication to Members
- December:
- Board of Directors Conference Call

- February: Board of Directors meeting
Specific policy review (area of review TBA)
Executive Director Monitoring and Evaluation
Draft budget, strategic plan and business plan for next year presented
Materials distributed for Member review
Nominating Committee Report
Final AGM Planning
- March: Next draft of materials distributed for Member review
Nominating Committee submits its report
Close of Nominations and final report issued to Members
Communication to Members
- April: Final AGM package distributed
Board member orientation package prepared

Note: The following agenda items are to be included at each Board of Directors Meeting:

- (a) Executive Directors report (both FYI & monitoring)
- (b) Review of Strategic Direction / Ends statements
- (c) Review of Board Work Plan
- (d) Board of Directors self evaluation
- (e) Review of Board Policies and Practices (as required & appropriate)