



BOARD CALENDAR

PURPOSE

Suggested template for an annual board activity schedule.

In addition to agendas for individual meetings, it is useful to have an annual board activity schedule (or board calendar) to ensure key strategic decisions are made in a timely and considered manner.

The board calendar gives the board a sense of purpose through the year, highlighting how the board is adding value to specific aspects of the organisation's operations. Each organisation's calendar will vary in content and timings. Here is an indicative structure:

ANNUAL BOARD ACTIVITY	APPROXIMATE DATE	SCHEDULED BOARD MEETINGS	EVENTS FOR BOARD ATTENDANCE
Fiscal year begins	July		
Board review of board committees, tasks, and calendar	August		
Conduct board self-evaluation	September		
Hold AGM	October		
Evaluate CEO performance	October		
Co-opt new board members (if required)	November		
Review currency of Constitution (biennially or triennially)	November		
Review selected board policies (rolling program over three-year cycle)	November		
Conduct board retreat (board self-evaluation review, strategic planning overview)	January		
Review and update strategic plan	January		
Adopt annual operational plan	January		
Review risk register (biannual)	February		
Draft next fiscal year's budget (based on resources determined above)	February		
Induct new members	March		
Establish CEO's goals for next fiscal year (based on strategic goals determined above)	March		
Review currency of HR policies and statement of terms and conditions of employment	March		
Develop fundraising plan (based on strategic goals and resources addressed above)	April		
Review of risk register (biannual)	June		

REFERENCE

- > Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

ABOUT POSITIVE SOLUTIONS

[Positive Solutions](#) offers a range of services to non-profit boards throughout Australia. [Board development workshops](#) and detailed board reviews can be tailored to the needs of each organisation. To find out more about how Positive Solutions can help you, contact: info@positive-solutions.com.au or call 07 3891 3872.

THE BOOK OF THE BOARD

[The Book of the Board](#) is Australia's standard reference book for board and committee members of non-profit organisations. Authored by Positive Solutions Director, David Fishel, and currently in its third edition, The Book of the Board provides clear guidance on the role of the non-profit board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.

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