# **Annual Board Planner**

*A well-planned meeting schedule identifies the year’s key issues and helps directors to ensure that matters requiring their attention are addressed in a timely and logical manner. A board calendar is unique to every organisation. The board should take the time at the beginning of the year to identify the organisation’s key issues and to schedule when it will address each of those issues in detail.*

|  |  |
| --- | --- |
| **Topic** | **Scheduled meetings** |
| **Introduction** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| Approve previous meeting minutes |  |  |  |  |  |  |  |  |  |  |  |  |
| Outstanding action items |  |  |  |  |  |  |  |  |  |  |  |  |
| Conflicts of interest with agenda items for decision |  |  |  |  |  |  |  |  |  |  |  |  |
| Directors and officers liability insurance renewal review |  |  |  |  |  |  |  |  |  |  |  |  |
| **Structure and skills** |  |  |  |  |  |  |  |  |  |  |  |  |
| Board evaluation |  |  |  |  |  |  |  |  |  |  |  |  |
| Chair evaluation |  |  |  |  |  |  |  |  |  |  |  |  |
| Director evaluation |  |  |  |  |  |  |  |  |  |  |  |  |
| Director succession planning |  |  |  |  |  |  |  |  |  |  |  |  |
| Establish number and schedule of meetings for forthcoming year |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual General Meeting matters |  |  |  |  |  |  |  |  |  |  |  |  |
| Review board position descriptions (Chair and Directors)  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review and update board induction |  |  |  |  |  |  |  |  |  |  |  |  |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |
| CEO board report |  |  |  |  |  |  |  |  |  |  |  |  |
| Financial report |  |  |  |  |  |  |  |  |  |  |  |  |
| CEO succession planning |  |  |  |  |  |  |  |  |  |  |  |  |
| CEO performance review |  |  |  |  |  |  |  |  |  |  |  |  |
| **Strategy** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| Strategy planning |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategy update |  |  |  |  |  |  |  |  |  |  |  |  |
| Review and approve strategic and operations plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Discussion on emerging issues |  |  |  |  |  |  |  |  |  |  |  |  |
| **Committees****(Your board may have a different committee structure - edit as required)** |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance, Audit & Risk Committee  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nominations Committee report |  |  |  |  |  |  |  |  |  |  |  |  |
| **Risk and assurance** |  |  |  |  |  |  |  |  |  |  |  |  |
| Review risk profile |  |  |  |  |  |  |  |  |  |  |  |  |
| Review risk management framework |  |  |  |  |  |  |  |  |  |  |  |  |
| Review insurance plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Review compliance actions |  |  |  |  |  |  |  |  |  |  |  |  |
| **Governance Performance** |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual Sport Governance Standards (SGS) assessment |  |  |  |  |  |  |  |  |  |  |  |  |
| Governance & Organisational Enhancement (GOE) planning |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reports** |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual financial report |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual report (including governance) |  |  |  |  |  |  |  |  |  |  |  |  |
| **Policy, Values & Behaviours Review** |  |  |  |  |  |  |  |  |  |  |  |  |
| Review values and behaviours |  |  |  |  |  |  |  |  |  |  |  |  |
| Review board code of conduct |  |  |  |  |  |  |  |  |  |  |  |  |
| Review board and committee charters |  |  |  |  |  |  |  |  |  |  |  |  |
| Review conflict of interest policy |  |  |  |  |  |  |  |  |  |  |  |  |
| **Member Forums** |  |  |  |  |  |  |  |  |  |  |  |  |
| AGM |  |  |  |  |  |  |  |  |  |  |  |  |

