

## DRAFT— BOARD OPERATIONS and ANNUAL CALENDAR

Date	Regular Board Activity – Person/Committee Responsible
<b>July</b>	<ul style="list-style-type: none"> <li>• Distribution of board operations calendar</li> <li>• Fiscal year begins</li> <li>• Standing committee chairs appointed</li> <li>• Aggregate CEO, and Board Assessments</li> <li>• Renew and/or get signatures on Conflict of Interest</li> <li>• Evaluate President/CEO</li> <li>• Conduct Board Self-Evaluation in preparation for the September Board Retreat</li> <li>• Review and update board and personnel policies</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Conduct new board member orientation/training (President/CEO)</li> <li>• Use assessments to begin planning and selecting location for the bi-annual board retreat</li> <li>• Revised Board Handbook Posted on <a href="http://www.capitalworkforce.org">www.capitalworkforce.org</a></li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Half-day board retreat to address board self-evaluation results, team building, begin strategic planning, re-organize or form new committees based on goals from strategic plan, develop work plans, update board operations calendar, and review planning status (CEO/President/COO)</li> <li>• Educational presentation on either workforce development or governance practices (President/CEO)</li> <li>• Standing committee charters presented to board and finalized</li> <li>• Final Year-end Financial Report</li> <li>• Board meeting-fourth Thursday of the month</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• First Quarter Financial Report</li> <li>• Board meeting-fourth Thursday of the month</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Finance and Audit Committee approves Audit Report</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Holiday Luncheon and Board Meeting</li> <li>• Audit Report presented to the Board by the Finance and Audit Committee</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Review and assess current year’s budget and make adjustments as needed (President/CEO/COO/CFO)</li> <li>• Begin work on planning next year’s budget (President/CEO/COO/CFO)</li> <li>• Work begins on cultivating, identifying, and recruiting new board members based on needs determined by Strategic Plan</li> <li>•</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Conduct strategic planning to produce organizational goals and the resources needed to reach those goals</li> <li>• Second Quarter Financial Report</li> <li>• Board Meeting-Fourth Thursday of the month</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Bi-annual education presentation</li> <li>• Work continues on board recruitment</li> </ul>

<b>Board Regular Activity – Person/Committee Responsible</b>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Begin leadership succession planning</li> <li>• Finalize new board recruits and begin interview process</li> <li>• Board meeting-fourth Thursday of the month</li> <li>• Third Quarter Financial Report</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Interview and assess new board recruits</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Annual meeting-fourth Thursday of the month</li> <li>• Formal nomination and election of officers</li> <li>• Formal appointment of new and renewing board members (Consortium of Chief Elected Officials)</li> <li>• Preliminary Fourth Quarter Financial Report</li> <li>• Approve next year's budget</li> <li>• Final approval next year's budget (Consortium of Chief Elected Officials)</li> <li>• Begin evaluation process of President/CEO</li> <li>• Establish President/CEO's goals for next year as produced from Strategic Plan</li> <li>• Begin board self-evaluation process</li> <li>• Develop Resource Development Plan with the primary goal of obtaining funds for the budget</li> </ul>