

SAMPLE BOARD MEETING WORK PLAN

Meeting Date	Major Discussion Topics	Action Needed
January	No Board meeting	
February	Annual Board Meeting: [Date] Issues and trends in technology: what's available, what's on the horizon; opportunities, pitfalls & policy implications	<ul style="list-style-type: none"> • Elect new directors
March	No Board meeting	
April	Annual Board/Staff Retreat [Date] Good to great Excellence in Governance: Board and Director self-evaluation discussion	<ul style="list-style-type: none"> • Approve Audit • Develop indicators of "greatness" and their success measures
May	No Board meeting	
June	Board Meeting [Date] Capacity building: creating financial vibrancy and resilience	<ul style="list-style-type: none"> • Approve awards • Make final decision on facility • Revise budget as needed
July	No Board meeting	
August	No Board meeting	
September	Board Meeting [DATE] Review marketing research findings and recommendations	<ul style="list-style-type: none"> • Approve Board nominations criteria. • Approve annual Board meeting plan and committee objectives • Review draft budget
October	No Board meeting; Annual Celebration	
November	No Board meeting	
December	Board Meeting [Date] Issues and Trends in _____	<ul style="list-style-type: none"> • Approve final budget • Approve bylaws changes • Approve Executive Director Job Plan