



Lead Dog
CONSULTING

Board Calendar Template

The Board’s responsibilities have been listed in a recommended order following an Annual General Meeting, as that is when each new Board of Directors is formed. The order has been recommended to align with successful onboarding process and succession planning and to spread the work out throughout the year. The fiscal year for the organization in the example below is January to December.

Responsibility	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr AGM
Complete Director Conflict-of-Interest Form	X											
Director Orientation Completed	X											
Approve President’s Recommended Committee Appointments	X											
Declaration of Conflict of Interest	X	X	X	X	X	X	X	X	X	X	X	X
Outstanding Action items	X	X	X	X	X	X	X	X	X	X	X	X
Review Board Calendar	X	X	X	X	X	X	X	X	X		X	X
Approve Executive Director’s Report	X	X	X	X	X	X	X	X	X	X	X	X
Approve Quarterly Variance Report	Q1		Q2			Q3						
Conduct Annual Review of Governance Policies (former Chair and new Directors)	X											
Approve of Revisions to Governance Policies		X										
Approve Compliance with Executive Limitations		X			X			X			X	
Conduct Annual Review of Risk Registry					X	X						
Approve Budget for Next Fiscal Year								X				
Conduct Annual Review of Bylaws (Governance Committee)									X			
Conduct Performance Evaluation of Executive Director (HR Committee)									X			
Presentation of Result of Performance Evaluation (HR Committee)										X		
Approve Executive Director Performance Objectives										X		
Approve Proposed Bylaw Revisions (to go forward to the AGM)										X		
Determine AGM Date & Prepare AGM Notice										X		
Approve Audited Financial Statements											X	