## [insert organisation name and logo]

## Board calendar

Date of this version: *[Calendar to be updated at every Board meeting, revised copy sent with the minutes]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Date and time** | **Meetings and events** | **Venue** |
| September 2011 | 26th  4 - 6pm | AGM | Community Hall |
| October | 20th  6 -7.30pm | Board Meeting including:   * Orientation of new Board * Overview of current strategic plan | Office Meeting Room |
| November | 22nd  1-2.30pm | Board meeting including   * Report from Business Committee | Teleconference |
| December | TBC | No Board Meeting  Christmas party – Board and staff | Community Hall |
| January 2012 | 28th  6-7.30pm | Board Meeting including:   * Report from Human Resources Committee * Guest speaker to talk on changes to charities law | Office Meeting Room |
| February | 21st  1-2.30pm | Board Meeting including:   * Report from Business Committee | Teleconference |
| March | 22nd | Board Meeting including:   * Report from Human Resources Committee * Govt speaker to talk about changes to funding agreement regime | Office Meeting Room |
| April | 23rd  1-2.30pm | Board Meeting including:   * Report from Finance Committee * Draft budget for following year | Teleconference |
| May | 22nd  6 -7.30pm | Board Meeting including:   * Report from Human Resources Committee * Speaker from peak body to talk about Governance support and resources | Office Meeting room |
| June | 25th  1-2.30pm | Board Meeting including:   * Report from Business Committee * Finalise budget for following year * Board members’ performance reviews (survey/self-assessment) | Teleconference |
| July | 20th  6-8pm | Board Meeting including   * CEO Performance Review * Report from Audit Committee * Annual Report | Office meeting room |
| August | 25th  1-2.30pm | Board meeting including   * Finalise preparations for AGM * Approve audit | Teleconference |
| September 2012 | 22nd  4pm | AGM | Community Hall |