BoardSource®

SAMPLE Annual Board Calendar		
January	**February**	**March**
Board Meeting – financial focus (Date, time, location)	Board Meeting (Date, time, location)	Board Meeting (Date, time, location)
Present budget for review and vote	Committee Meetings	
HoS Annual Review		
April	**May**	**June**
Board Meeting (Date, time, location)	Board Meeting (Date, time, location)	Optional Summer Meeting (Date, time, location)
Committee Meetings	Year review and goal setting for year ahead	New board member onboarding
July	**August**	**September**
Optional Summer Meeting (Date, time, location)	Board Meeting / Board Retreat (Date, time, location)	Board Meeting – focus on programs (Date, time, location)
Develop FY fundraising plan in alignment with administration	Committee Meetings	HoS evaluation – determine tool, committee
		Committee Meetings
October	**November**	**December**
Board Meeting (Date, time, location)	Board Meeting (Date, time, location)	Board Meeting (Date, time, location)
Implement HoS evaluation	Committee Meetings	
	Finance Committee builds budget	Finance Committee continues work on budget

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January	**February**	**March**
April	**May**	**June**
July	**August**	**September**
October	**November**	**December**