

Creating a Board Work Plan

To eliminate the uncertainty of what to include in each board meeting agenda and help you see the year at a glance, it can be helpful to create an annual board work plan.

Once created and approved, the board work plan helps inform the regular meeting agenda. The Executive Director (in partnership with the chair) distributes the agenda prior to the board meeting, according to the plan. Directors may add other items as issues arise but the overall plan is in place.

Recommended exercise:

1. Engage your board in listing all their agenda items, issues and planning sessions dealt with in a given year.
2. Determine which agenda items will be dealt with in which meetings throughout the year.
 - a. Some items will be on the agenda every meeting.
 - b. Some items will be dealt with quarterly or annually or during certain months (Eg. the strategic planning session, annual budget planning, AGM).
 - c. New items can still be added but this will happen less frequently.
 - d. *Other* can include special events like a Christmas party or annual retreat
3. The board votes to accept the board work plan for the upcoming year.
4. This gives the ED* direction for each board meeting agenda.
5. The yearly calendar can be adjusted to fit your planning cycle.

Examples of agenda items to be added:

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| 1. Mission/vision statements | 19. Risk management |
| 2. Values | 20. Long term financial plan |
| 3. Strategic plan | 21. Plan Annual General Meeting (AGM) |
| 4. Approve board work plan | 22. Committee terms of reference |
| 5. Set & approve agendas | 23. Board terms of reference |
| 6. Approve minutes | 24. Committee reports |
| 7. Business (new and old) | 25. Bylaw changes |
| 8. Establish policies | 26. Chair's report |
| 9. Monitor policies | 27. Report to membership/stakeholders |
| 10. Review finances | 28. What else? |
| 11. Approve budget | |
| 12. Monitor progress of strategic plan | |
| 13. Executive Director performance review | |
| 14. Board/director evaluations | |
| 15. Director orientation | |
| 16. Committee orientation | |
| 17. Education & training | |
| 18. Environmental scan | |

*Where there is no Executive Director, the chair will serve in this capacity