## [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 | 26th4 - 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 | 22nd1-2.30pm | Board meeting including* Report from Business Committee
 | Teleconference |
| December | TBC | No Board MeetingChristmas party – Board and staff | Community Hall |
| January 2012 | 28th6-7.30pm | Board Meeting including:* Report from Human Resources Committee
* Guest speaker to talk on changes to charities law
 | Office Meeting Room |
| February | 21st1-2.30pm | 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 | 23rd1-2.30pm | Board Meeting including:* Report from Finance Committee
* Draft budget for following year
 | Teleconference |
| May | 22nd6 -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 | 25th1-2.30pm | Board Meeting including:* Report from Business Committee
* Finalise budget for following year
* Board members’ performance reviews (survey/self-assessment)
 | Teleconference |
| July | 20th6-8pm | Board Meeting including* CEO Performance Review
* Report from Audit Committee
* Annual Report
 | Office meeting room |
| August | 25th1-2.30pm | Board meeting including* Finalise preparations for AGM
* Approve audit
 | Teleconference |
| September 2012 | 22nd4pm | AGM | Community Hall |