## [Insert organisation name and logo]

## Board Development Plan Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area identified for improvement | Goal | Activities | Person responsible | Timeline |
| 1. Low number of Board members | Have a minimum of 9 of the 10 positions filled at any one time.  | Advertise for Board members and approach people with right skill-set | Chair and CEO. All Board members to do word-of-mouth | June 2018 |
|  |  | Prepare Prospective Board membership pack  | CEO | June 2018 |
|  |  | Interview prospective Board members and provide with membership pack  | Chair | June-August 2018 |
|  |  | Ensure prospective Board members attend AGM | Chair | October 2018 |
| 2. Board members have similar backgrounds | Increase diversity of Board members  | In advertising for and approaching prospective Board members, encourage CALD and Aboriginal applicants | Chair and CEO. All Board members to do word-of-mouth | October 2018 |
| 3. No Board members with qualification or experience in human resources or staff management | Have at least 2 Board members with human resources/staff management experience/skills | In advertising for and approaching prospective Board members, seek people with relevant training/experience | Chair and CEO. All Board members to do word-of-mouth | October 2018 |
| 4. Low confidence in understanding the legal obligations of Board Directors | High confidence amongst all Board members about the legal obligations of Board members | Provide full-day training to all Board members on corporate governance, focusing on legal obligations | CEO to organise | March 2018 then every year after AGM |
| 5. Meetings are too long, there are too many papers, and never get to finish discussion | Limit meetings to 2 hours and have standard agenda and papers.  | Bring in consultant to observe meeting and provide advice. | CEO to organise | April 2018 |
|  |  | Establish templates and develop new procedure based on consultant’s advice | CEO and Secretary | June 2018 |
|  |  | Review new procedure | CEO and Secretary | November 2018 |
| 6. CEO and Chair relationship could be better | High confidence in CEO/Chair relationship from both CEO and Chair | Implement face-to-face meetings between CEO and Chair mid-month, in between Board meetings  | CEO and Chair | Monthly |

**🖌Note\***

This plan was developed as a component of the NADA Governance Toolkit 2011. Visit https://www.nada.org.au/resources/governance-toolkit/ for more information.

\*Please delete note before finalising this document