

Board Annual Workplan Sample

Prepared by: Dionne A. Falconer, Consultant
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Board Annual Workplan Sample

Item	Responsibility	April	May	June	July	August	September	October	November	December	January	February	March	As Required
1.0 Strategic Plan and Organizational Performance														
1.1 Review strategic plan and refresh	Board			X										
1.2 Review progress on specific strategic directions	Board			X			X			X			X	
1.3 Review organizational performance targets	Board			X			X			X			X	
2.0 Finance, Audit and Fundraising														
2.1 Ensure preparation of annual budget	Fin											X		
2.2 Approve annual budget	Board												X	
2.3 Determine compensation for the auditor	Fin												X	
2.4 Approve audited financial statements	Board			X										
2.5 Evaluate auditors and recommend to members on appointment of auditors	Fin					X	X							
2.6 Review quarterly financial statements	Board	X			X			X			X			
2.7 Review financial policies and procedures	Fin										X			
2.8 Review fund development plan and refresh	Fund											X		
3.0 Executive Director (ED)														
3.1 Receive report on operations from ED	Board	X	X	X	X	X	X	X	X	X	X	X	X	
3.2 Approve performance appraisal process for ED	Board									X				
3.3 Establish performance goals for ED	Board												X	
3.4 Receive report on completion of ED performance appraisal	Board												X	
3.5 Review succession planning	Board													X
4.0 Board Affairs														
4.1 Approve terms of reference and workplans for committees	Board												X	
4.2 Appoint chairs and members to Board committees	Board												X	
4.3 Receive reports from committees	Board													X
4.4 Review governance policies	Sub				X									
4.5 Approve governance policies	Board						X							
4.6 Set date for AGM	Board		X											
4.7 Review bylaw changes	Sub		X											
4.8 Approve bylaw changes to recommend to members	Board			X										
4.9 Director recruitment and nomination	Nom	X	X						X	X	X	X	X	
4.10 Appoint Board Officers (at Board meeting immediately following AGM)	Board						X							
4.11 Conduct Board evaluation survey	Nom			X	X									

Item	Responsibility	Month												As Required	
		April	May	June	July	August	September	October	November	December	January	February	March		
4.12 Review Board evaluation survey results	Board				X										
4.13 Prepare and approve annual Board workplan	Board							X							
4.14 Board education sessions (schedule and topics should be in annual workplan)	Board		X			X			X			X			
4.15 Executive Committee meetings	Exec	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.0 Community Relations and Engagement															
5.1 Review relationship with key stakeholders	Board				X										
5.2 Review position statements and refresh	Board														X

Responsibility Legend	
Board	Board
Executive Committee	Exec
Finance Committee	Fin
Fundraising Committee	Fund
Nominations Committee	Nom
Sub-committee	Sub

Colour Legend	
Completed by target	
In progress, but not completed by target	
Not in progress, and not completed by target	

Adapted from: Ontario Hospital Association: Governance Centre of Excellence. *Guide to Good Governance – Second Edition*. Toronto: Ontario Hospital Association, 2011.