Annual Board Calendar Template

THRIVING NON-PROFITS

Instructions: This sample annual calendar shows how a typical board, meeting ten times per year for 90 minutes, can accommodate all three modes of governance: fiduciary, strategic, and generative. Some standard tasks have been added as suggestions, including ongoing fiduciary duties throughout the year and strategic plan review.

	Q1.1 April	Q1.2 May	Q1.3 June	Q2.1 July	Q2.2 September	Q3.1 October	Q3.2 November	Q4.1 January	Q4.2 February	Q4.3 March
30m	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary
	Ongoing Duties	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*	*Ongoing Duties*
30m	Generative	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Fiduciary	Strategic	Generative	Fiduciary	Generative
		Financial Review	*Prepare for AGM*	*Assess Program Outcomes*	*Evaluate ED/CEO & Board*	*Update Risk Register*	*Strategic Plan Review*		*Approve Annual Budget*	
30m	Generative	Strategic	Generative	Strategic	Generative	Strategic	Strategic	Generative	Strategic	Generative