# How to set up an annual board calendar

To operate effectively, compliance and reporting obligations, governance matters, events and functions need to be identified and actioned.

To ensure the board stays focused, consider developing a month by month calendar that:

* identifies matters, events and activities to be undertaken
* enables the board secretary to propose a calendar that balances workload and logical workflow over 12 months
* aligns agendas with corporate reporting and compliance dates
* allows members to plan board responsibilities and time demands in advance
* minimises repetitive discussion of matters at meetings.

The board secretary can prepare a list of reporting and event dates such as:

* board meetings
* board committee reporting
* key governance matters such as strategy and risk management development and review
* budget preparation, sign off and review
* financial and organisational performance
* parliamentary reporting
* regulatory agencies reporting
* management presentations
* events and functions
* site visits.

Spread these across the year in a logical sequence so the board meets all its obligations.

Keep the calendar as be a live document and update it regularly. You can search the web for other examples of annual board calendars.

| **Area** | **Task** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meetings** | Board meetings | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select |  |
| **Board committee reports** | Audit Committee | Select |  |  | Select |  |  | Select |  |  | Select |  |  |
|  | Risk Management Committee |  | Select |  |  | Select |  |  | Select |  |  | Select |  |
|  | Governance Committee |  |  | Select |  |  | Select |  |  | Select |  | Select |  |
| **Budget** | Development |  | Select |  |  |  |  |  |  |  |  |  |  |
|  | Sign off |  |  | Select |  |  |  |  |  |  |  |  |  |
|  | Monitor and review | Select |  |  | Select |  |  | Select |  |  |  | Select |  |
| **Financial oversight** | Financial performance | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select |  |
|  | Approve operating plan |  |  |  |  |  |  | "" | "" |  |  |  |  |
|  | Approve annual report |  |  |  |  |  |  | "" |  |  |  |  |  |
| **Operational oversight** | Receive CEO report |  |  |  |  |  |  |  |  |  |  |  |  |
| **Performance review** | Review KPI appropriateness |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Conduct CEO performance review |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Evaluate board performance |  |  |  |  |  |  |  |  |  |  |  |  |