Four-meeting board year planner

Organization: _____

Fiscal year: _____

Every meeting: call to order and quorum, approval of the prior minutes, the financial report, then the items below.

Meeting 1: Set the year

Date: _____

[ ] Goals and priorities for the year
[ ] Committee assignments and committee charges
[ ] Annual conflict-of-interest disclosures collected
[ ] Calendar for the other three meetings confirmed

Meeting 2: Check the money

Date: _____

[ ] Year-to-date results against the budget
[ ] Audit or financial review, if you have one, and the auditor’s letter
[ ] Annual tax filing (Form 990 for most US nonprofits) reviewed before it is filed
[ ] Insurance and key policies reviewed

Meeting 3: Look at the people and the plan

Date: _____

[ ] Executive director’s review and compensation
[ ] Board self-assessment and recruiting needs
[ ] Nominations for next year’s directors and officers
[ ] Progress on the year’s goals

Meeting 4: Close the year

Date: _____

[ ] Next year’s budget approved
[ ] Directors and officers elected, as your bylaws provide
[ ] Committee reports and next year’s committee plans
[ ] Next year’s meeting dates set

Between meetings

If your bylaws allow it, the board can act without a meeting by unanimous written consent. Record each one with the minutes of the next meeting.

Free to copy. No sign-up. https://www.qwibie.com/templates/board-four-meeting-year-planner
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