**ANNUAL WORK PLAN EXAMPLE**

This example is for a medium to large organisation, but it can be adapted to suit any size  
group. The point is to schedule things in advance to ensure the board covers all necessary matters in a year.

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| Annual board work plan | | |
| January | February | March |
|  | 3/2  Audit & Risk Committee  **10/2** **Board meeting** Health and safety/organisational culture review Key strategic issue #1 | **30/3  Board meeting**  Quarterly policy review Annual governance review (chair this year) Governance development plan update |
| April | May | June |
| 20/4  Annual strategic review (full day) | 8/5  CE Performance Review Committee 10/5  Audit & Risk Committee **20/5  Board meeting** Annual budget | **30/6  Board meeting** Six-monthly CE review Quarterly policy review Health and safety/organisational culture review Key strategic issue #2 |
| July | August | September |
| 12 & 13/7  National championships | 3/8  Audit & Risk Committee **10/8  Board meeting** Year-end strategic and financial report Quarterly policy review | **20/9  Board meeting** 20/9 AGM  Health and safety/organisational culture review |
| October | November | December |
| 10/10  Board member induction day  **30/10  Board meeting** Annual stakeholder plan review | 20/11  CE Performance Review Committee  25/11 Audit & Risk Committee | **5/12  Board meeting**  Six-monthly CE review Quarterly policy review Health and safety/organisational culture review  Key strategic issue #3 |