**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 reviewKey strategic issue #1 | **30/3 Board meeting** Quarterly policy reviewAnnual governance review(chair this year)Governance development plan update |
| April | May | June |
| 20/4 Annual strategic review(full day) | 8/5 CE Performance Review Committee10/5 Audit & Risk Committee**20/5 Board meeting**Annual budget  | **30/6 Board meeting**Six-monthly CE reviewQuarterly policy reviewHealth and safety/organisational culture reviewKey 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 reportQuarterly 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 Committee25/11 Audit & Risk Committee | **5/12 Board meeting** Six-monthly CE reviewQuarterly policy reviewHealth and safety/organisational culture review Key strategic issue #3 |