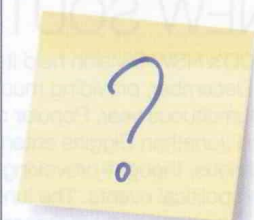


## An example of a board calendar

XYZ Ltd Board Calendar (based on financial year end 30 June)

Dates	Major Items	Other items	Committee meetings	Department presentations
<b>JANUARY</b>	Strategic review Yearly board program		Nomination committee meeting	Director and Board Development
<b>FEBRUARY</b>	Plan for next month's board strategy session	Confirm/review board committee charters Investment strategy meeting	Compliance committee meeting Risk-management review Audit and compliance and Insurance program	Marketing manager presentation
<b>MARCH</b>	Strategic planning session Commence budgeting process Internal review of budgets	Board/senior management retreat Review delegation and signing authorities	Audit committee meeting	Operations manager presentation
<b>APRIL</b>	Draft strategic plan (initial review) Review of CEO	Commence board performance review	Remuneration committee meeting	Site visit
<b>MAY</b>	Ratify strategic plan	HR plan Capital expenditure	Audit and compliance – planning external audit Compliance committee meeting	Human resources manager presentation
<b>JUNE</b>	Final approval of budget	Draft next year's board dates	Audit committee meeting HR and remuneration/bonus pool review	CEO presentation
<b>JULY</b>	Review results for prior financial year	Risk-management review	HR and remuneration – salary and bonus allocation Nomination committee meeting	Director and Board Development
<b>AUGUST</b>	Draft annual report (initial review)	Corporate governance review	Compliance committee meeting	Site visit
<b>SEPTEMBER</b>	Annual report – AGM final approval Annual returns Notice of meeting	Investment performance review	Audit and compliance – Annual report Audit committee meeting	Investor/public affairs presentation
<b>OCTOBER</b>	AGM and elections	Board composition succession planning		
<b>NOVEMBER</b>	Board/management strategic review Review of CEO Review of chair	Board performance review	Audit and compliance – Insurance program Compliance committee meeting	R&D presentation
<b>DECEMBER</b>	Board meeting		Audit committee meeting	



### FAQ of the month

#### Question

Our organisation is planning its board meetings for the year and would like to see a template for a board calendar?

#### Answer

A board calendar is a useful tool because it ensures the board looks at key issues at appropriate times throughout the year, ensuring strategic items do not get missed. It gives a sense of purpose for the year, indicating significant items that are scheduled for board meetings and thereby increasing efficiency.

Drafting the annual board calendar will take some time to ensure its accuracy and completeness and the timing of each item within the calendar will vary from company to company, depending on its financial year-end date, industry, size etc.

A sample board calendar is provided here.