BOARD GOVERNANCE SCHEDULE

The timing for each of the following activities will change based on the organization's fiscal year and the operations. This example is based on a Jan – Dec fiscal year.

	Board Activity	Approx. date
1.	Conduct Board Self-evaluation. Address results and respond.	1st Q
2.	Evaluate Museum Director (by referencing his or her progress towards last fiscal year's goals and his or her job description)	1st Q
3.	Review and update board policies and personnel policies	2nd Q
5.	Mid Year Review of goals and revenue targets. Begin strategic planning.	2nd Q
6.	Identify skill gaps on the Board and begin identifying and recruiting new board members	2nd Q
7.	Hold annual meeting	3rd Q (as per By-Laws)
8.	Elect new board members	3rd Q (as per By-Laws)
9.	Provide orientation for new members.	3rd Q
10.	Initiate strategic planning to produce organizational goals and resources need to reach goals	3rd Q
11.	Review and approve Strategic Plan and Operational Plan	4th Q
11.	Establish Museum Director's goals for next year (as produced from strategic planning)	4th Q
12.	Establish Board goals for next year	4th Q
13.	Review and approve next year's budget	4th Q
14.	Develop fundraising plan	4th Q

Other considerations include but are not limited to:

Review and approve CMOG application
Review and approve annual funding application
Review and approve HST rebate to CRA
Draft and approve reporting to funders
Review x policies and procedures
Develop communications, community engagement, collections development and management and volunteer plans.