

Board Annual Workplan Sample

Prepared by: Dionne A. Falconer, Consultant
January 2014, revised September 2016

Category	Item	Responsibility	April	May	June	July	August	September	October	November	December	January	February	March	As Required
	4.2. Appoint chairs and members to Board committees	Board												X	
	4.3. Receive reports from committees	Board													X
	4.4. Review governance policies	Sub				X									
	4.5. Approve governance policies	Board						X							
	4.6. Set date for AGM	Board		X											
	4.7. Review bylaw changes	Sub		X											
	4.8. Approve bylaw changes to recommend to members	Board			X										
	4.9. Director recruitment and nomination	Nom	X	X						X	X	X	X	X	
	4.10. Appoint Board Officers (at Board meeting immediately following AGM)	Board						X							
	4.11. Conduct Board evaluation survey	Nom			X	X									
	4.12. Review Board evaluation survey results	Board				X									
	4.13. Prepare and approve annual Board workplan	Board							X						
	4.14. Board education sessions (schedule and topics should be in annual workplan)	Board		X			X			X			X		
	4.15. Executive Committee meetings	Exec	X	X	X	X	X	X	X	X	X	X	X	X	
5. Community Relations and Engagement	5.1. Review relationship with key stakeholders	Board				X									
	5.2. Review position statements and refresh	Board													X

Responsibility Legend	
Board	Board
Executive Committee	Exec
Finance Committee	Fin
Fundraising Committee	Fund
Nominations Committee	Nom
Sub-committee	Sub

Colour Legend	
Completed by target	Green
In progress, but not completed by target	Yellow
Not in progress, and not completed by target	Red

Adapted from: Ontario Hospital Association: Governance Centre of Excellence. *Guide to Good Governance – Second Edition*. Toronto: Ontario Hospital Association, 2011.