# Board work plan

A board work plan[[1]](#footnote-1) is a marvellous tool. It captures all the items that need the board’s attention over the next twelve-months - be it a calendar or financial year. It’s fairly easy to construct, adjust and use. Usually, the chair creates the work plan, seeks board input and then it is approved by the board. Once approved, it is used by the chair when planning the agenda for each meeting. CEO’s find the work plan of use as often their input into the items to be considered is required.

A work plan is unique to each organisation. Here is a list of potential governance items for inclusion into your board’s work plan. Please adapt the items to suit your circumstances.

1. Mission and vision - review/approve
2. Strategic plan - review/approve
3. Business plan – review/approve
4. Annual budget - discuss and approve
5. CEO performance review (conducted by the chair)
6. Committee terms of reference - review/approve
7. Appointment of committee members and chair
8. Annual General Meeting (AGM) – set date for
9. New board members’ induction
10. External auditor – evaluate potential auditors and make a recommendation to board (for approval at AGM)
11. Risk management plan - review
12. Succession planning – review
13. Conflict of Interest - review policy
14. Organisational performance targets – agree/set/review
15. Board's self-evaluation
16. Delegated (financial) authorities’ policies - review policies
17. Re-register the organisation under the Incorporated Societies Act 2022
18. Review work plan(s)
19. Board meeting
20. (Sub-) Committee meeting
21. Terms of Reference for any (sub-) committee
22. Continuing education e.g. risk management, overview of the board’s legal responsibilities

Some organisation like to group items into categories, e.g. strategic planning, compliance, organisational performance, policy reviews. But it’s over to the board to decide.

**Two versions**

Here are a couple of versions of the work plan pro forma, based on the outline contained in the Appendices of the [Getting to Grips with Not-For-Profit Governance](http://www.effectivegovernace.nz/) book.

## Work plan pro forma - 1

|  |  |  |
| --- | --- | --- |
| **January** | **February** | **March** |
| * Board meeting 25th
 | * Board meeting 22ndo
* Re-register the organisation under the Incorporated Societies Act 2022
 | * Board meeting 22nd
 |
| **April** | **May** | **June** |
| * Board meeting 22nd
 | * Board meeting 22nd
 | * Board meeting 22nd
 |
| **July** | **August** | **September** |
| * Board meeting 22nd
 | * Board meeting 14th
* AGM 21st
 | * Board meeting 22nd
 |
| **October** | **November** | **December** |
| * Board meeting 22nd
 | * Board meeting 22nd
 | * No board meeting
* Board/staff drinks
 |

##

## Work plan pro forma - 2

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Board/committee meeting | x |  | x |  | x |  | x |  | x |  | x |  |
| Finance (sub-) committee meeting | x | x | x | x | x | x | x | x | x | x | x | x |
| Re-register the organisation under the Incorporated Societies Act 2022 |  |  |  |  |  |  |  | x |  |  |  |  |
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1. or governance calendar or board diary [↑](#footnote-ref-1)