

# Board Master Calendar Template

XYZ ORGANIZATION

YEAR	TIME	LOCATION	AGENDA
February	Thursday 10:00 a.m.	Zoom/ Conference Call (link/number)	
May	Thursday 4:00 p.m. to Friday 4:00 p.m.	Board Retreat (location)	<ul style="list-style-type: none"> <li>• Strategic Plan Brainstorming</li> <li>• Board Governance Update</li> <li>• Nominating Committee Report</li> <li>• Financial Reports (4 months)</li> <li>• Executive Director's Annual S.M.A.R.T. Goals</li> <li>• Board Meeting Schedule Approval</li> </ul>
August	Thursday 10:00 a.m.	Zoom/ Conference Call (link/number)	
November	Thursday 8:30 a.m. to 4:30 p.m.  Dinner with spouses 6:00 p.m.	Seattle	<ul style="list-style-type: none"> <li>• Welcome to New Board Members</li> <li>• Financial Reports (10 months)</li> <li>• Annual Plan, Calendar, Leading Indicators and Executive Director's S.M.A.R.T. Goals</li> <li>• Annual Budget</li> <li>• Executive Director's Performance Review</li> <li>• Board Governance Committee Report on Board Member Self-Assessment Survey</li> <li>• Appointment of Auditor</li> </ul>

Attach monthly dashboard to schedule or email as separate document.