**The board’s annual work plan**

The annual plan ensures that the board covers all the necessary areas of its work during the year.

The agenda will also note for the board’s information other key dates such as national championships, annual awards dinner etc.

The plan should include;

* The AGM and any board time needed for preparation
* Key dates in the CE’s performance appraisal cycle
* Strategy review sessions
* Board succession information; retirement dates, recruitment cycle etc.
* Any key stakeholder engagement dates
* Committee meeting and reporting back dates
* Annual report sign off date
* Ongoing policy review dates
* Board review and development dates

*The template is indicative only. Each board needs to decide what should be included.*

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| --- | --- | --- |
| **January** | **February** | **March** |
| **14th & 15th**  National Championships | **3rd**   Audit & Risk Committee  **10**th  Board meeting   * “Blue sky” session | **30th**  Board meeting   * Quarterly policy review * Annual governance review * Governance development update |
| **April** | **May** | **June** |
| **20th**  Annual strategic retreat (full day) | **8th**  CE performance review committee  **10th**  Audit & Risk Committee  **20th**  Board meeting   * Annual budget * “Blue sky” session | **30th**  Board meeting   * Six monthly CE review * Quarterly policy review * Succession planning and recruitment |
| **July** | **August** | **September** |
| **12th**  Annual awards dinner  **20th**  Governance committee | **3rd**  Audit & Risk Committee  **10th**  Board meeting   * Year end strategic and financial report * AGM preparation * Quarterly policy review * Board appointments | **20th**  Board meeting  **20th**  Annual meeting |
| **October** | **November** | **December** |
| **10th**  New director induction day  **30th**  Board meeting   * Stakeholder plan review * “Blue sky” session | **20th**  CE Performance Review Committee  **25th**  Audit and Risk Committee | **5th**  Board meeting   * Six monthly CE Review * Quarterly policy review |