

Sample Board Action Calendar

Month	Quarter	Board Item(s)*
April	1	Board evaluation
May		Audit completion & review Patient satisfaction survey
June		Executive Director evaluation AGM Quarterly performance review – balanced scorecard
July	2	
August		
Sept		Annual review of strategic plan Board orientation
Oct	3	Review of governance policies (review policies on 3-year rotational basis) Quarterly performance reviews – balanced scorecard review, Q1 & 2 financials, QI
Nov		Risk management review & assessment
Dec		
Jan	4	Quarterly performance review – balanced scorecard & Q3 financials, QI
Feb		Quality improvement plan – review & approval
March		Budget review & approval Establish Nominations process

* Board focus

Routine board business takes place at every board meeting
Assumes board meetings monthly except July and August