

Good template but should be adapted to remove
CEO section and adapt stakeholder
communication

Board Calendar Template

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Meeting Schedule												
General board meeting												
[Name] committee meeting												
[Name] Committee meeting												
2. Strategy Formulation												
Strategic planning workshop												
Approve/Review strategic plans												
Approve/Review business plans												
Approve budgets • Concepts • Final												
3. Strategy Implementation (Management Presentations)												
Business unit, activity or function 1												
Business unit, activity or function 2												
Business unit, activity or function 3												
Business unit, activity or function 4 etc.												
4. CEO												
Finalise/review contract												
Approve performance KPIs												
Assess performance (half yearly)												

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assess performance (full year)												
Review remuneration												
Review succession planning												
Review senior management with CEO												
5. Accountability												
Financial reports												
• approve half year												
• full year results – management												
• review substantially audited full year												
• approve full year												
Full year results – commentary												
Approve full year forecast												
Annual report												
• concept/drafts												
• approved												
6. Monitoring and Supervision												
Review CEO report format												
Review board reporting requirements												
Whole of business risk review												
7. Policy Making and Review												
Review board charter												
Review remuneration policy												

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Review risk management policy												
Review delegated financial authority												
Review delegations												
Review compliance policy												
Review corporate code of conduct												
Review communications policy												
8. Corporate Governance												
Review board performance, including board succession												
Meeting with members or Director Selection Committee												
Review committee meeting schedule												
Review terms of reference and composition												
• [Name] Committee												
• [Name] Committee												
Meetings without management												
9. Stakeholder Communication												
Approval of AGM Notice and documentation												
Reports to owners (delete if not required)												
Meeting with members (delete if not required)												
Other key stakeholder events												