



Board Master Calendar Template

XYZ ORGANIZATION

YEAR	DATE & 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"> • Strategic Plan Brainstorming • Board Governance Update • Nominating Committee Report • Financial Reports (4 months) • Executive Director’s Annual S.M.A.R.T. Goals • Board Meeting Schedule Approval
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"> • Welcome to New Board Members • Financial Reports (10 months) • Annual Plan, Calendar, Leading Indicators and Executive Director’s S.M.A.R.T. Goals • Annual Budget • Executive Director’s Performance Review • Board Governance Committee Report on Board Member Self-Assessment Survey • Appointment of Auditor

Attach monthly dashboard to schedule or email as separate document.