**Annual plan template**

*\*Areas included in plan for example purposes only. Plans should be tailored to organisational needs\**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** |
| **Board meetings** | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place | Date/Time/Place |
| **1.0 Strategic plan and organisational performance** | | | | | | | | | | | | |
| Strategic plan/ strategic review |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual Report |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.0 Finance Audit & Risk** | | | | | | | | | | | | |
| Annual budget |  |  |  |  |  |  |  |  |  |  |  |  |
| Audit/financials |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk review |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.0 Chief Executive Officer** | | | | | | | | | | | | |
| CEO performance agreement |  |  |  |  |  |  |  |  |  |  |  |  |
| CEO remuneration |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.0 Board administration and planning** | | | | | | | | | | | | |
| Board performance review |  |  |  |  |  |  |  |  |  |  |  |  |
| Directors’ fees |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.0 Stakeholder relations and engagement** | | | | | | | | | | | | |
| Annual General Meeting |  |  |  |  |  |  |  |  |  |  |  |  |