

## BOARD MONITORING CALENDAR

<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Annual Meeting takes place</li> <li>• Annual report presented at Annual Meeting</li> <li>• Nominating Committee introduces new Board members at Annual Meeting</li> <li>• Nominating Committee announces Executive Committee members at Annual Meeting</li> <li>• Board meeting follows Annual Meeting</li> <li>• Executive Director distributes Board Monitoring Calendar</li> <li>• All Board members review their responsibilities as Board members</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Executive Committee meets 2<sup>nd</sup> Thursday of the month</li> <li>• President makes committee appointments</li> <li>• Staff retreat is held</li> <li>• Goals for the year are established</li> <li>• Strategic plan is addressed</li> <li>• Executive Director joins Chambers of Commerce as yearly membership becomes due</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Board meeting the 2<sup>nd</sup> Thursday of the month</li> <li>• Executive Director sends out proposed changes (if any) to the Personnel Policies prior to the Board meeting</li> <li>• Board votes on the proposed changes to the Personnel Policies</li> <li>• Board supports annual Petoskey Theatre Party by volunteering the night of the event, selling tickets and soliciting sponsors</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• Executive Committee meets 2<sup>nd</sup> Thursday of the month</li> <li>• Governance Committee reviews by-laws and governance policies, and if there are proposed changes sends them to the Board prior to the May meeting</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• Board meeting the 2<sup>nd</sup> Thursday of the month</li> <li>• Board votes on proposed changes to the by-laws and governance policies (if any)</li> <li>• Board supports annual Appreciation Gala</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Executive Committee meets 2<sup>nd</sup> Thursday of the month</li> <li>• Personnel Committee reviews the Personnel Policies, and if there are proposed changes send them to the Board prior to the July meeting</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>• Board meeting the 2<sup>nd</sup> Thursday of the month</li> <li>• Board votes on proposed changes to the Personnel Policies</li> <li>• Board reviews any policy changes recommended by staff</li> <li>• Board members complete self-evaluations</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>• Executive Committee meets 2<sup>nd</sup> Thursday of the month</li> <li>• Executive Committee completes evaluation of Executive Director if needed</li> <li>• Executive Committee shares evaluation results with Executive Director</li> <li>• Nominating Committee uses self-evaluations to help in the selection of new Board members, looking for balance</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>• Board meeting the 2<sup>nd</sup> Thursday of the month</li> <li>• Executive Committee reports on the evaluation of the Executive Director if needed</li> <li>• Nominating Committee presents names of potential new Board members</li> <li>• Nominating Committee proposes recommendation for Executive Committee members</li> </ul>

<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• Executive Committee meets 2<sup>nd</sup> Thursday of the month</li> <li>• Executive Director shares any concerns with staff performance with Executive Committee</li> <li>• Executive Director obtains photos and bios of proposed nominations and distributes to the Board</li> <li>• Board supports annual Charlevoix Theatre Party by volunteering the night of the event, selling tickets and soliciting sponsors</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Board meeting the 2<sup>nd</sup> Thursday of the month</li> <li>• Executive Director sends proposed budget to Board as soon as CDRP funding amount is secured</li> <li>• Board reviews and approves budget</li> <li>• Nominating Committee presents the recommended slate of officers and candidates for the Board</li> <li>• Board votes on slate of officers and board candidates</li> <li>• Motion in Board minutes designating name of co-signers (usually the president and treasurer) on bank accounts and other such documents</li> <li>• Executive Director reviews bank signature cards and implements appropriate changes</li> <li>• New Board member orientation and training conducted by Executive Director (and Nominating Committee if needed)</li> <li>• Executive Director reports to the Board on completion of staff evaluations and review of job descriptions</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• Executive Committee meets 2<sup>nd</sup> Thursday of the month</li> <li>• Board supports annual holiday party</li> </ul>