

BOARD MONITORING CALENDAR

JANUARY	<ul style="list-style-type: none"> • Annual Meeting takes place • Annual report presented at Annual Meeting • Nominating Committee introduces new Board members at Annual Meeting • Nominating Committee announces Executive Committee members at Annual Meeting • Board meeting follows Annual Meeting • Executive Director distributes Board Monitoring Calendar • All Board members review their responsibilities as Board members
FEBRUARY	<ul style="list-style-type: none"> • Executive Committee meets 2nd Thursday of the month • Executive Committee determines necessary board committees • President makes committee appointments • Board retreat is held • Goals for the year are established • Strategic plan is reviewed • Marketing plan is reviewed • Fund raising ideas are discussed • Facility issues are addressed • Investment plan is reviewed • Executive Director joins Chambers of Commerce as yearly membership becomes due
MARCH	<ul style="list-style-type: none"> • Board meeting the 2nd Thursday of the month • Executive Director sends out proposed changes (if any) to the Personnel Policies prior to the Board meeting • Board votes on the proposed changes to the Personnel Policies • Board supports annual Petoskey Theatre Party by volunteering the night of the event, selling tickets and soliciting sponsors
APRIL	<ul style="list-style-type: none"> • Executive Committee meets 2nd Thursday of the month • Executive Director reviews by-laws and governance policies, and if there are proposed changes sends them to the Board prior to the May meeting
MAY	<ul style="list-style-type: none"> • Board meeting the 2nd Thursday of the month • Board votes on proposed changes to the by-laws and governance policies (if any) • Board supports annual Appreciation Gala
JUNE	<ul style="list-style-type: none"> • Executive Committee meets 2nd Thursday of the month • Board supports Loco Locals
JULY	<ul style="list-style-type: none"> • Board meeting the 2nd Thursday of the month • Board reviews any policy changes recommended by staff • Board members are encouraged to bring the names of potential Board members to the September Board meeting
AUGUST	<ul style="list-style-type: none"> • Executive Committee meets 2nd Thursday of the month • Executive Committee determines evaluation tools to be used for the evaluation of the Executive Director. • Executive Committee determines the slate of officers.
SEPTEMBER	<ul style="list-style-type: none"> • Board meeting the 2nd Thursday of the month • Executive Committee explains the evaluation process that will be used to evaluate the Executive Director. • Board members present names of potential new Board members. • Nominating Committee proposes the recommended slate of officers

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