



Month	Action Required	How Often
September	- Confirm annual board calendar and priorities - Review strategic direction and outcomes - Confirm committee, chair and alternate treasurer appointments	Annually Annually Annually
November	- Review agency Risk Register - Robin Murray Award Discussion	Annually Annually
January	- Board recruitment/Chair to determine vacancies for upcoming year and slate for AGM - JHSA nominations - Review and approve CEO Succession Plan	Annually Annually Annually
March	- Review any changes/updates to Board policies as recommended by GC - Review any changes/updates to by-laws as recommended by GC - Operational budget/review and approval - Mid-year financial report - Strategic plan update	Annually Annually Annually Annually
May	- Board self-evaluation - Review and approval of audited financial statements - Final review of any changes/updates to board policies and by-laws - Board retreat	Annually Annually Annually Biennially
June	Annual General Meeting	Annually