

Policy Type: Board Process

Policy Title: C3 – Agenda Planning

Last Revised: August 8, 2023

We will generate and publish workable annual and monthly agendas.

1. We will create, and modify as necessary, an annual calendar that includes tasks and events related to membership meetings, Board training schedule, monitoring schedule, Nominations and Election Process, and the GM evaluation and compensation decision as outlined in our Board-Management Relationship policies.
2. Board meeting agendas will be determined by the Board president, and may be modified at the meeting by a majority vote of the Board.

Month	GM Monitoring	Board Monitoring	Agenda Items	Other Board Tasks
January	B1: <i>Financial Condition and Activities & B6: Staff Treatment and Compensation</i>	D: <i>Global Board-Management Connection</i>	<ul style="list-style-type: none">● Learn about GM compensation process – open meeting● Develop RFP for GM compensation – open meeting● Board finalizes GM Evaluation Letter – Executive session● Approve Board Candidate Slate	Present GM Evaluation Letter – present by the Executive committee meeting time Board Candidate Orientation
February		D1: <i>Unity of Control</i> , D2: <i>Accountability of the GM</i>	<ul style="list-style-type: none">● Receive GM’s Compensation Proposal - even years – executive session	Board Candidate Forum
March	B1: <i>Financial Condition and Activities</i> , B2: <i>Planning and Financial Budgeting</i>	D3: <i>Delegation to the GM</i> , D4: <i>Monitoring GM Performance</i>	Review Annual Meeting Agenda <ul style="list-style-type: none">● Approve GM compensation – Executive session	Board Election Request Letters of Intent for Officer Roles New Director Orientation
April	A: <i>Global Ends</i> , B: <i>Global Executive Constraint</i>	C: <i>Global Governance Commitment</i> , C1: <i>Governing Style</i>	<ul style="list-style-type: none">● Welcome and seat new directors● Elect officers● Committee Assignments	Spring Retreat Planning including timing of the retreat and the follow-up
May	B3: <i>Asset Protections</i> ,	C2: <i>The Board’s Job</i>	Annual Committee Charters Review	Annual Meeting & Report

Month	GM Monitoring	Board Monitoring	Agenda Items	Other Board Tasks
	B5: <i>Treatment of Customers</i>			
June	B1: <i>Financial Condition and Activities</i>	C3: <i>Agenda Planning + Supplemental Calendar</i>		
July	B9: <i>Emergency Succession</i>	C4: <i>Board Meetings</i>		
August	B7: <i>Communication to the Board</i>	C5: <i>Directors' Code of Conduct</i>		Plan Fall Retreat and follow up
September	B1: <i>Financial Condition and Activities</i>	C6: <i>Board Officers</i>	<ul style="list-style-type: none"> ● Review Nominations & Elections process 	
October	B4: <i>Membership Rights & Responsibilities</i>	C7: <i>Board Committee Principles</i>	<ul style="list-style-type: none"> ● CBLD Enrollment 	
November	B8: <i>Board Logistical Support</i>	C8: <i>Governance Investment</i>	<ul style="list-style-type: none"> ● Board Budget ● Patronage Dividend Resolution 	Distribute Board Election packets
December	B1: <i>Financial Condition and Activities</i>	C9: <i>Board Member Nominating and Election Process</i>	<ul style="list-style-type: none"> ● End-of-Year Reflection including Board evaluation of Ends ● Review summary table of GM compliance for past year – open meeting ● GM presents self-evaluation – annual – Executive session ● Board only – sync self-evaluation with policy summary table 	