

Example Board Meeting Cycle

Oct/ Nov	Board, staff and stakeholders hold Strategic/Business Planning Meeting	To review this year's work and to plan and think ahead
Nov/ Dec	Plan drafted (by Chief Officer, Board member or consultant)	Someone with knowledge of the organisation, the skills and the time
Dec/ Jan	Wider group of stakeholders consulted (e.g. service users, funders, partners)	To ensure ownership of, and support for, plan and to check for omissions
Jan	Plan finalised Board approves	Board approval reinforces importance of process
Feb	Annual work plan written to explain how Strategic /Business Plan will be translated into work priorities. The Board will also receive the work plan.	Each team – if more than one – may write their own. Chief Officer co-ordinates. Board receives.
Feb/ Mar	Annual appraisals conducted for all staff. Each one recognises the individual's contribution to achieving this year's goals (or reasons for not achieving them) and plans specific responsibilities for targets in next year's work plan.	The appraisal process enables individuals at every level of the organisation to understand how their own day-to-day work contributes to achieving the organisation's Strategic/Business Plan.
Apr	New financial year starts with clear goals for all	For those whose financial year runs April-March
Apr- Oct	Work reviewed regularly by board and Chief Officer	An ongoing process of monitoring

Taken from:



Sept 2008