

## **Board Annual Calendar**

### **DRAFT 12.5.09**

#### **October**

- Annual Meeting—election of officers/EC members
- FY Begins
- NomComm Orientation—review Election Procedures and conduct Board needs assessment (determine which professional sectors or skills could be useful to the Board)

#### **November**

- State of the Downtown Community Event

#### **December**

#### **January**

#### **February**

- Nominating Committee conducts Board assessment (Conducts personal phone calls to each Board member, asking pre-determined set of questions such as “How would you rate the effectiveness of the Board as a team?” and “What could enhance the Board’s organizational leadership?” Then reports aggregate results to EC and Board as priorities for evolving the Board)
- President & CEO conducts Midterm Staff Evaluations (Evaluate staff members’ progress in achieving goals established at annual metrics/goal-setting in September)

#### **March**

- Board votes on DPIA and PBID assessment rate adjustment
- Chair Elect conducts Organizational assessment (Staff presents final data-driven report on achievement of goals established in annual metrics/goal-setting April of previous year. Interim data reports are provided monthly.)
- EC conducts President & CEO Midterm Assessment (Evaluates President and CEO’s success in achieving metrics/goals established in October and restructures goals if necessary. Also review next FY salary as part of budget planning process.)
- Vote on any Election Procedures amendments recommended by Nominating Committee (4/30/09 deadline)

#### **April**

- Task Forces review draft budget
- Board sets annual metrics/goals for organization to be implemented in next FY budget (Group discussion format)

#### **May**

- Board reviews draft budget
- Advertise open Board seats (present Board recruitment, mentoring, orientation process)
- Board establishes annual metrics/goals for Board to implement in next FY (Group discussion format). Used to inform Nom Comm interview process in recommending Board candidates.

#### **June**

- Nominating Committee conducts Board candidate interviews

#### **July**

- Board approves final budget
- Board approves Candidates Slate

#### **August**

- Tally returned slates
- New Board orientation

#### **September**

- Board submit names for officer/EC positions
- EC conducts Annual President & CEO Evaluation (Evaluate President & CEO’s progress in achieving goals established at annual metrics/goal-setting in previous October. Approve any salary adjustments for next FY.)
- President & CEO conducts annual Staff assessments and sets annual staff metrics/goals