|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Meeting Schedule** |
| General board meeting |   |   |   |   |   |   |   |   |   |   |   |   |
| Finance and Audit Committee meeting |   |   |   |   |   |   |   |   |   |   |   |   |
| Sub-Committee meetings held |   |   |   |   |   |   |   |   |   |   |   |   |
| * *(Name) Committee*
 |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. Strategy Formulation** |
| Strategic planning workshop |   |   |   |   |   |   |   |   |   |   |   |   |
| Approve/Review strategic plans |   |   |   |   |   |   |   |   |   |   |   |   |
| Approve/Review business plans |   |   |   |   |   |   |   |   |   |   |   |   |
| Approve budget |   |   |   |   |   |   |   |   |   |   |   |   |
| **3. CEO** |
| Finalise/review contract |   |   |   |   |   |   |   |   |   |   |   |   |
| Approve performance KPIs |   |   |   |   |   |   |   |   |   |   |   |   |
| Assess performance (half yearly) |   |   |   |   |   |   |   |   |   |   |   |   |
| Assess performance (full year) |   |   |   |   |   |   |   |   |   |   |   |   |
| Review remuneration |   |   |   |   |   |   |   |   |   |   |   |   |
| Review succession planning |   |   |   |   |   |   |   |   |   |   |   |   |
| Review senior management with CEO |   |   |   |   |   |   |   |   |   |   |   |   |
| **4. Accountability** |
| Financial reports |   |   |   |   |   |   |   |   |   |   |   |   |
| * approve half year
 |  |  |  |  |  |  |  |  |  |  |   |   |
| * approve full year
 |  |  |  |  |  |  |  |  |  |  |   |   |
| Approve annual report |  |  |  |  |  |  |  |  |  |  |  |  |
| **5. Monitoring and Supervision** |
| Review CEO report format |   |   |   |   |   |   |   |   |   |   |   |   |
| Review board reporting requirements |   |   |   |   |   |   |   |   |   |   |   |   |
| **6. Policy Making and Review** |
| Review constitution |  |  |  |  |  |  |  |  |  |  |  |  |
| Review board charter |   |   |   |   |   |   |   |   |   |   |   |   |
| Review board code of conduct |  |  |  |  |  |  |  |  |  |  |  |  |
| Review board role description |   |   |   |   |   |   |   |   |   |   |   |   |
| Review risk management policy |   |   |   |   |   |   |   |   |   |   |   |   |
| Review delegated financial authority |   |   |   |   |   |   |   |   |   |   |   |   |
| Review compliance policy |  |  |  |  |  |  |  |  |  |  |  |  |
| Review recruitment policy |  |  |  |  |  |  |  |  |  |  |  |  |
| Review conflict of interest policy |  |  |  |  |  |  |  |  |  |  |  |  |
| Review board induction policy |  |  |  |  |  |  |  |  |  |  |  |  |
| **7. Corporate Governance** |
| Review board performance, including board succession |   |   |   |   |   |   |   |   |   |   |   |   |
| Review sub-committee meeting schedule |   |   |   |   |   |   |   |   |   |   |    |  |
| Review sub-committee terms of reference and composition |   |   |   |   |   |   |   |   |   |   |   |   |
| * *(Name)* Committee
 |   |   |   |   |   |   |   |   |   |   |   |   |
| * *(Name)* Committee
 |   |   |   |   |   |   |   |   |   |   |   |   |
| **8. Stakeholder Communication** |  |  |  |  |  |  |  |  |  |  |  |  |
| Approval of AGM Notice and documentation |   |   |   |   |   |   |   |   |   |   |   |   |
| Other key stakeholder events |   |   |   |   |   |   |   |   |   |   |   |   |