|  | **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 |  |  |  |  |  |  |  |  |  |  |  |  |