



Ontario Organizational
Development Program

Board Annual Workplan Sample

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Category	Item	Responsibility	April	May	June	July	August	September	October	November	December	January	February	March	As Required
	4.2. Appoint chairs and members to Board committees	Board												X	
	4.3. Receive reports from committees	Board													X
	4.4. Review governance policies	Sub			X										
	4.5. Approve governance policies	Board						X							
	4.6. Set date for AGM	Board		X											
	4.7. Review bylaw changes	Sub		X											
	4.8. Approve bylaw changes to recommend to members	Board			X										
	4.9. Director recruitment and nomination	Nom	X	X							X	X	X	X	X
	4.10. Appoint Board Officers (at Board meeting immediately following AGM)	Board						X							
	4.11. Conduct Board evaluation survey	Nom			X	X									
	4.12. Review Board evaluation survey results	Board				X									
	4.13. Prepare and approve annual Board workplan	Board							X						
	4.14. Board education sessions (schedule and topics should be in annual workplan)	Board		X			X			X			X		
	4.15. Executive Committee meetings	Exec	X	X	X	X	X	X	X	X	X	X	X	X	
5. Community Relations and Engagement	5.1. Review relationship with key stakeholders	Board				X									
	5.2. Review position statements and refresh	Board													X

Responsibility Legend	
Board	Board
Executive Committee	Exec
Finance Committee	Fin
Fundraising Committee	Fund
Nominations Committee	Nom
Sub-committee	Sub

Colour Legend	
Completed by target	Green
In progress, but not completed by target	Yellow
Not in progress, and not completed by target	Red

Adapted from: Ontario Hospital Association: Governance Centre of Excellence. *Guide to Good Governance – Second Edition*. Toronto: Ontario Hospital Association, 2011.