

KEY CONSIDERATIONS IN SCHEDULING AGENCY AND BOARD ACTIVITIES

1. The meeting schedule will be established so that it is consistent with the timing of major board activities, i.e. nominating, fund development, planning, budgeting, public affairs and special events.
2. The schedule for activities and meetings will be established so that major demands on board and staff are intelligently spaced throughout the year.
3. We will have only the number of board meetings necessary to carry out the business of the board while still keeping people connected with the organization.
4. We will consider the need for agency initiated social interaction among board members.
5. In determining when new members come onto the board, we will consider when major planning and budget decisions need to be made. New board members will be oriented and integrated into their roles before fully participating in these decisions.
6. The process of orienting and integrating new board members will be done at a time when demands onboard and staff leadership are not great.
7. New committee members and new committee chairs will be appointed at appropriate times given committee and board responsibilities. Provisions will be made for continuity from one chair to the next.
8. Reports to the board will be clearly focused on specific board needs. Frequency of reports will also be based on board needs.