

## Sample of an Agency Work Plan

- Objective 1:** The Executive Director will submit a recommendation to the Board of Directors for a salary policy and a bonus policy no later than one week prior to the July board meeting
- Objective 2:** Working in partnership with board member X and with all board members the Executive Director will cultivate no fewer than 30 persons as new or significantly-increased donors or as incoming board members – by the end of the year.
- Objective 3:** Working in partnership with board member X the Executive Director will submit to the board of directors a recommended methodology for evaluating the agency's two largest programs no later than August 31.
- Objective 4:** The agency will achieve net income of not less than four (4) percent of total revenues during the fiscal year.
- Objective 5:** The Executive Director and Finance Director will jointly establish written internal control procedures no later than July 1 and will provide a copy of these to the Finance Committee of the board.
- Objective 6:** The Executive Director with support from board members and some staff will succeed in increasing total money received from community donations by no less than 10% and will raise no less than \$50,000 from foundations at least \$10,000 of which will be able to be used to offset budgeted expenses.