

Provision

Governance Calendar Template

An annual planning tool for boards and committees

A governance calendar organizes recurring board, committee, financial, strategic, compliance, and evaluation responsibilities. Customize the calendar to match the organization's fiscal year, legal requirements, bylaws, contracts, grants, and operating cycle.

Use the calendar to schedule oversight—not to move management tasks onto the board.

Annual Academic Board Governance Calendar

Month	Board Meeting	Governance	Finance	Program / Academic	Compliance / Risk	Key Deliverables
July						Confirm officers and committees; approve annual calendar; review year-opening priorities; confirm conflict disclosures.
August						Board development; policy review; review prior-year preliminary financial results; confirm strategic initiatives.
September						Review baseline performance data; monitor enrollment or service volume; review audit preparation and risk.
October						Review academic/program plan; monitor first-quarter budget results; review compliance calendar.
November						Review financial forecast and revenue assumptions; consider budget amendments; monitor strategic progress.

Month	Board Meeting	Governance	Finance	Program / Academic	Compliance / Risk	Key Deliverables
December						Midyear board self-check; review cash flow, grants, and year-end risks; confirm upcoming filings.
January						Review midyear performance; board training; executive support and evaluation planning.
February						Review strategic priorities and next-year assumptions; assess committee effectiveness.
March						Begin next-year budget planning; review succession and leadership needs; conduct policy review.
April						Review draft budget assumptions; monitor year-end forecast; review board recruitment or nominations.
May						Review proposed budget and strategic initiatives; complete executive and board evaluations; prepare annual meeting.
June						Approve final budget; review year-end performance; complete annual governance assessment; adopt next-year calendar.

Recurring Monthly Review

- Approve minutes and monitor prior action items.
- Review financial condition, budget variances, cash, and forecast.
- Review key performance or program outcomes.
- Review significant compliance, legal, safety, or operational risks.
- Confirm decisions, assigned owners, deadlines, and what will return to the board.

Annual Board Responsibilities

Item	Yes	No	Needs Attention	Notes
Approve annual budget	☐	☐	☐	
Review audit and corrective actions	☐	☐	☐	
Evaluate chief executive	☐	☐	☐	
Complete board self-assessment	☐	☐	☐	
Review bylaws and major policies	☐	☐	☐	
Confirm committee charters and membership	☐	☐	☐	
Review strategic-plan progress	☐	☐	☐	
Complete required disclosures and training	☐	☐	☐	
Review insurance, legal, compliance, and risk matters	☐	☐	☐	
Approve next annual governance calendar	☐	☐	☐	

Customization Notes

Add organization-specific deadlines for grants, contracts, authorizer requirements, public meetings, accreditation, tax filings, elections, fundraising, strategic reviews, and required reports.