

BOD - Policy 4 - Board Report & Workload Planning Schedule

Each month, the Board will receive a report from the CEO that details:

- Broad overview of any service developments
- Incidents involving staff or service participants (de-identified)
- Emerging Disability Policy trends
- Government Discussions and Negotiations
- Emerging/Developing Risks
- Monthly Financial Operating Report
- Progress toward Strategic and Business Plan Objectives
- Reports prepared and lodged with government agencies
- Submissions and Tenders prepared

	Annual Work Schedule
January	No Meeting
February	
March	Review Risk Management Plan
April	CEO's Performance/Remuneration Review (N&RC)
May	Budget preparation timetable and methodology presented
June	Strategic Plan approved (Triennial activity) Draft Budget presented by Management for Board Approval
July	Strategic Plan drafted (Triennial activity) Annual Business Plan presented
August	Strategic Plan approved (Triennial activity) Decision on retiring Board members
September	Annual Accounts Audit presented Finalise AGM Agenda and documentation

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Annual Work Schedule	
October	Annual General Meeting <ul style="list-style-type: none"> • Election of Board members • Election of Office Bearers Set next year's Board Meeting Dates
November	Review and adjust Board Policies as required
December	