

## BOARD DEVELOPMENT CALENDAR

January	February	March	April
<ol style="list-style-type: none"> <li>1. Implement Phase I of new member orientation</li> <li>2. Set Board calendar for year</li> <li>3. Confirm Board Grid (Board Members/Terms/Demographics)</li> <li>4. Review vacancies and candidates</li> <li>5. Assign interviews for vacancies</li> <li>6. Review/amend Board Responsibility Statement</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan Phase II new member orientation</li> <li>2. Report out on interviews for vacancies</li> <li>3. Finalize Board Responsibility Statement</li> <li>4. Review Board Evaluations (from previous year) and report out to full Board.</li> </ol>	<ol style="list-style-type: none"> <li>1. Decision on vacancies</li> <li>2. Implement Phase II new member orientation</li> <li>3. Identify potential Board Officers</li> <li>4. Review Board related policies</li> </ol>	<ol style="list-style-type: none"> <li>1. Establish Board criteria for decision making on slate development</li> <li>2. Assign potential Board Officer contacts</li> </ol>
May	June	July	August
<ol style="list-style-type: none"> <li>1. Develop “ask” letters (letters to Board Members and others to submit potential nominees)</li> <li>2. Assign “re-contacts” from previous year (folks who said “maybe next year”)</li> <li>3. Plan Phase III new member orientation</li> </ol>	<ol style="list-style-type: none"> <li>1. Send out “ask” letters to Board Members, staff, and key contacts</li> <li>2. Identify next year’s Board Officers</li> <li>3. Report back on “re-contacts”</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement Phase III new member orientation</li> <li>2. Develop end-of-year evaluation process</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop list of candidates for interviews</li> <li>2. Assign interviews for Officers</li> <li>3. Initial contact with Board Members whose term is expiring</li> </ol>
September	October	November	December
<ol style="list-style-type: none"> <li>1. Review candidate interviews</li> <li>2. Assign additional interviews</li> </ol>	<ol style="list-style-type: none"> <li>1. Review draft slate</li> <li>2. Receive final commitments from Officers</li> <li>3. Distribute Board Evaluations</li> </ol>	<ol style="list-style-type: none"> <li>1. Approve final slate</li> <li>2. Present slate to Board</li> </ol>	<ol style="list-style-type: none"> <li>1. Board election of slate</li> <li>2. Plan Phase I new member orientation</li> <li>3. Assign mentors</li> <li>4. Collect and tabulate Board Evaluations</li> </ol>