



Example of Board Committee Work Plan

(This example is for a Board Development Committee)

Goal 1: Install / update Board practices	Start	Stop	Responsibility
1. Ensure Committee work plans (objectives and time lines) for each Board Committee			Board Gov. Committee
2. Board approves updated annual Board calendar of when to do regular Board duties and responsibilities			Board
Goal 2. Ensure Board is fully resourced to govern			
1. Review and update Board staffing policies to recruit and select new Board members with expertise to achieve the organization's goals			Board Gov. Committee
2. Identify, nominate and select new Board members			Board Gov. Committee
3. Ensure all Board members receive Board orientation about our organization's practices			Board Gov. Committee
4. Ensure all Board members receive Board training about roles of a governing Board			Board Gov. Committee
Goal 3. Ensure full participation and dedication of all Board members			
1. Ensure all Board members on at least one Committee			Board Gov. Committee
2. Ensure Board attendance policy is enacted			Board
3. Ensure conflict-of-interest policy is enacted			Board
Goal 4. Ensure all Board meetings are highly focused and strategic			
1. Ensure strategic Board agendas with times per topic			Board Gov. Committee
2. Ensure meeting materials are provided at least one week before full Board meetings			Board Gov. Committee
3. Ensure meetings are evaluated			Board
Goal 5. Ensure Board leadership rigorously coordinates Board activities			
1. Ensure Executive Committee monitors implementation of each committee's work plans			Board Gov. Committee
2. Provide ongoing guidance and support to ensure an effective Chair and Committee Chair positions			Board Gov. Committee
3. Ensure Board operates according to its policies			Executive Committee
Goal 6. Ensure continuous improvement of the Board			
1. Conduct Board evaluation once a year			Board
2. Develop updated Board Development Plan based on evaluation results			Board Gov. Committee
3. Update Board policies, including bylaws, based on evaluation results			Board
4. Conduct Board retreat focused on improving results			Board