

Board Meeting Calendar/Recurring Tasks — 2010

January 28 (Thursday)

Finance Committee meeting (review current year budget at half-year mark, including any adjustments proposed by E.D.)

At regular Board meeting: report/recommendations of Finance.

February

No regular Board or Committee meetings.

March 27 (Saturday)

Regular Board Meeting or Retreat.

April 22 (Thursday)

Regular Personnel Committee meeting (annual review of salaries/wages);

Finance Committee meeting (review current year budget at close to 3/4-year mark; preparation/review of budget for next fiscal year; recommendation re contracts reflected in budget).

At regular Board meeting: report of Personnel Committee re salaries—adopt Salary Schedule; report of Finance Committee re current budget and re contracts for next fiscal year; presentation of next fiscal year budget by E..D. and Finance Committee; adopt Workplan and Budget.

May

No regular Board or Committee meetings.

June 24 (Thursday)

Finance Committee meeting (review current year budget at close to year end; recommendation re selection of auditor for next FY, if necessary);

At regular Board meeting: report of Finance Committee re budget and recommendation re selection of auditor; (in election years) appoint Inspector of Election.

July and August

No regular Board or Committee meetings.

September 23 (Thursday)

Finance Committee meeting (review current fiscal year budget at two-month mark; review and make recommendation re annual audit);

Rules and Bylaw Committees meetings (proposed changes to documents); [if necessary (in election years), Nominating Committee meeting (propose candidate(s))]

At regular Board meeting: report of Finance Committee re current FY budget; consider recommendations of Finance Committee re accepting annual audit and of Rules and Bylaw committees to revise documents.

[In election years, approve form of election materials to be mailed to membership.]

October

No regular Board or Committee meetings.

November 18 (Thursday)

Annual Meeting of Members followed by Organizational (regular) Meeting of Board: elect officers, make committee appointments; approve Board meeting calendar for next calendar year; conduct other business noticed for regular meeting.