# [Name of board] annual agenda

| Function | Task | Timing | Insert  meeting date/s |
| --- | --- | --- | --- |
| Operations | Approve annual report | Annual |  |
| Finances | Approve operating budget | Annual |  |
|  | Review financial performance | Monthly |  |
| Governance | Review policies and codes | Annual |  |
|  | Review compliance obligations and performance | Quarterly |  |
|  | Review industry reports | Quarterly |  |
|  | Review delegations and authorisations | Quarterly |  |
|  | Review financial governance arrangements | Annual |  |
| Strategy and risk | Review strategic plan | Annual |  |
|  | Review corporate and business plans | Annual |  |
|  | Review risk management framework | Annual |  |
|  | Monitor risk management | Quarterly |  |
| Performance | Conduct board and director performance assessment | Annual |  |
|  | Formally review CEO performance | Annual |  |
|  | Consider succession management and development | Annual |  |
|  | Monitor People Matter Survey or other staff opinion/climate/culture surveys | Annual |  |
| End of table |  |  |  |