

Trustee Board Calendar: 2018 - 2019



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meeting Schedule													
General Meeting			15-17		12-14				9-11		18-20		
Fly in, fly out							28						
Induction	7-9												6-8
Strategic Formulation													
Strategic Planning workshop			15-17										
Approve/Review strategic plans			R-1/2		R-3/4				A-1/2		A-3/4		
Approve/Review annual plans							R-28						
Approve budget													
<ul style="list-style-type: none"> • <i>Concept</i> 							22						
<ul style="list-style-type: none"> • <i>Final</i> 									9-10				
Strategy Implementation													
Playcentre Adult Education			15										
Employment					12								
Property & Assets									9				
Business unit, activity or function 4 (People/PR)?											18		
General Manager													
Finalise/Review contract	14												
Approve performance KPI's			11										
Assess performance (half yearly)		7											



Assess performance (full year)									27				
Review remuneration				11									
Review succession planning									28				
Review senior management with General Manager			14?					27?					
Accountability													
Financial reports													
• Approve half year			15?										
• Results – management			15?			12?			9?		18?		
• review substantially audited full year													
• approve full year													
Full year results – commentary													
Approve full year forecast													
Annual report													
• concept/drafts													
• approved													
Monitoring and Supervision													
Review General Manager report format									10				
Review board reporting requirements									10				
Whole of Playcentre risk review								28	10				
Policy Making and Review													
Review constitution	7-9												
Review remuneration policy													
Review risk management policy													
Review delegated financial authority	8												
Review delegations													
Review compliance policy													
Review code of conduct											19		
Review communications policy	8		16										



