

Keweenaw Co-op Board of Directors Annual Agenda Cycle / Monitoring Schedule (revised 5/12/2010)

	Link with Members	Enact Policy	Assure GM Performance/ Monitoring	Board Perpetuation and Development	Board Self-Evaluation/ Monitoring	Policy #	Details/Comments	Period	Monitor
APR			●			EL 8	Communication & Support to Board	Monthly	Curt
					●	B-GM 1	Unity of Control	Annually	Cindy
				●		GP 8	Cost of Governance	Biannually	Libby
MAY			●			EL 8	Communication & Support to Board	Monthly	Curt
					●	B-GM 2	Accountability of GM	Annually	Diane
			●				Board Discuss GM Evaluation Process	Annually	Board
JUNE			●			EL 3	Financial Planning & Budgeting	Quarterly	Curt
			●			EL 4	Financial Condition & Activities	Quarterly	Curt
			●			EL 8	Communication & Support to Board	Monthly	Curt
			●			EL 5	Emergency GM Succession	Biannually	Mngmt. Team
					●	B-GM 3	Delegation to the GM	Annually	John
				●		GP 5	Select Nomination committee members and define/assign tasks	Annually	Board
				●			CCMA Conference	Annually	TBA
JULY			●			EL 8	Communication & Support to Board	Monthly	Curt
			●			EL 1	Members & Customers	Annually	Curt
			●			EL 2	Staff	Annually	Curt
				●			CCMA Conference attendees report to Board	Annually	TBA
			●				Executive Committee presents Board evaluation of GM	Annually	Officers
AUG			●			EL 8	Communication & Support to Board	Monthly	Curt
			●			EL 7	Compensation and Benefits	Annually	Curt
					●	B-GM 4	Monitoring GM Performance	Annually	Robyn
SEPT			●			EL 3	Financial Planning & Budgeting	Quarterly	Curt
			●			EL 4	Financial Condition & Activities	Quarterly	Curt
			●			EL 8	Communication & Support to Board	Monthly	Curt
						EL 9	Ends Focus of Grants or Contracts	Annually	Curt
		●				EL 9	Revise policy to focus on top priorities	Annually	Board
					●	GP 2	Board Job Description	Annually	Carl

- **Enact Policy:** Activities include annual re-exploration of Ends, review and revise or add to existing policies.
- **Assure GM Performance/Monitoring:** Activities include receiving and taking action on monitoring reports from the GM; compiling monitoring data into an annual GM review.
- **Board Perpetuation and Development:** Activities include updating the board's yearly calendar, budget, recruitment, training and orientation of new directors.
- **Board Self-Evaluation/Monitoring:** Activities that evaluate the board's performance.

	Link with Members	Enact Policy	Assure GM Performance/ Monitoring	Board Perpetuation and Development	Board Self-Evaluation/ Monitoring	Policy #	Details/Comments	Period	Monitor
OCT			●			EL 8	Communication & Support to Board	Monthly	Curt
			●			EL 6	Asset Protection	Annually	Curt
					●	GP 6	Annual Agenda & Board Calendar	Annually	Ted
					●	GP 8	Cost of Governance	Biannually	Roger
				●		GP 8	Approve Annual Governance Budget	Annually	Board
NOV			●			EL 8	Communication & Support to Board	Monthly	Curt
				●		EL 3	Board review of proposed budget	Annually	Board
					●	GP 3	Board Members' Code of Conduct	Annually	Chris
					●	GP 4	Officer's Roles	Annually	Officers
				●		GP 5	Nominating Committee presents slate of candidates to Board		NComm
	●				GP 9	Set date for GMM meeting/discuss additions to newsletter			
DEC			●			EL 3	Financial Planning & Budgeting	Quarterly	Curt
			●			EL 4	Financial Condition & Activities	Quarterly	Curt
			●			EL 5	Emergency GM Succession	Biannually	Mngmt. Team
			●			EL 8	Communication & Support to Board	Monthly	Curt
					●	GP 5	Board Committee Principles	Annually	Cindy
					●	GP 7	Board Meetings	Annually	Libby
			●			GP 8.1.2	Initiate Audit Review Process (2009)	Biennially	Board
		●				GP 9	Board— Member-owner Communication	Annually	John
		●				GP 9	Define/assign tasks for GMMeeting		Board
JAN			●			E 1-3	Ends	Annually	Curt
			●			EL 8	Communication & Support to Board	Monthly	Curt
				●		GP 1	Schedule and plan Board Orientation/Annual Planning Meeting	Annually	Board
		●				GP 9	Define/assign tasks for GMMeeting	Monthly	Curt
FEB			●			EL 4	Board review of External Audit Report (2009)	Biennial	Board
			●			EL 8	Communication & Support to Board	Monthly	Curt
		●				GP 9	Board Presents to General Membership — Annual Meeting		Board
MAR			●			EL 3	Financial Planning & Budgeting	Quarterly	Curt
			●			EL 4	Financial Condition & Activities	Quarterly	Curt
			●			EL 8	Communication & Support to Board	Monthly	Board
					●	GP 1	Governing Style	Annually	Diane
				●		GP 4	Appoint new officers	Annually	Board
					●	GP 6	Revise Annual Agenda & Board Calendar		Carl

- **Link w/members:** Activities include annual meeting, reporting to members, learning what values are held by members.
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- **Board Perpetuation and Development:** Activities include updating the board's yearly calendar, budget, recruitment, training and orientation of new directors.
- **Board Self-Evaluation/Monitoring:** Activities that evaluate the board's performance.