

ANNUAL BOARD PLANNING CALENDAR
 BLUE ECOLOGY INSTITUTE FOUNDATION (BEIF)
 Effective date: November 19, 2021

2022		
	Regular Board Activity	Approximate Date
1.	Fiscal year begins	January 1
2.	Conclusion of Anchor Marketing Phase 1 - Brand Development, followed by approval of Phase 2	January (per Marketing Agreement)
3.	Governance - Review and approve board policies	January
4.	Governance - Review and approve Operational Policies	February
5.	Conclusion of Anchor Marketing Phase 2 – Foundation Marketing Items, followed by Approval of Phase 3	April 2022
6.	Conduct <i>Board Self-Evaluation</i> (once a year and in preparation for first General Board Meeting) See ANNEX A below	March-April (do shortly before evaluating chief executive)
7.	<i>Evaluate Chief Executive</i> (by referencing their progress towards previous fiscal year's goals and their job description) See ANNEX B below	April-May (do shortly after completion of last fiscal year)
8.	Conduct first Special Board Meeting (address board self-evaluation results, team building, begin strategic planning, etc.)	April
9.	Begin recruiting new board members	April-May (in time for June elections)
10.	Conduct strategic planning to produce organizational goals and resources need to reach goals	May-June-July (start planning in time for setting mission, vision, values, issues, goals, strategies, resource needs, funding needs, and time for getting funds before beginning of next fiscal year)
11.	Elect new board members	June
12.	Annual Board Meeting	No later than June 30 (per Bylaws)
13.	Establish chief executive's goals for next year (as produced from strategic planning)	August (as organizational goals are realized from planning)
14.	Conclusion of Anchor Marketing Phase 3 – Indigenous Community Soft Launch, followed by Approval of Phase 4	August (per Marketing Agreement)
15.	Draft next year's budget (based on resources needed to reach new strategic goals)	July-August-September
16.	Develop fundraising plan (with primary goals to get funds needed for budget)	July-August-September
17.	Conduct second Board Meeting (address board orientation/training, re-organize or form new committees based on goals from strategic plan,	September (in time to orient new board members soon after they join the board)

	develop work plans, update board operations calendar, review planning status, etc.)	
18.	Conclusion of Anchor Marketing Phase 4 – BC Targeted Launch +Lead Development	October (per Marketing Agreement)
19.	Conduct fundraising plan (primarily to meet fundraising goals)	September-December

2023		
	Regular Board Activity	Approximate Date
1.	Fiscal year begins	January 1
2.	Governance - Review and update board policies	January
3.	Governance - Review and update Operational Policies	February
4.	Conduct <i>Board Self-Evaluation</i> (once a year and in preparation for first General Board Meeting) See ANNEX A below	March-April (do shortly before evaluating chief executive)
5.	<i>Evaluate Chief Executive</i> (by referencing their progress towards previous fiscal year's goals and their job description) See ANNEX B below	April-May (do shortly after completion of last fiscal year)
6.	Conduct first Special Board Meeting (address board self-evaluation results, team building, begin strategic planning, etc.)	April
7.	Conduct strategic planning to produce organizational goals and resources need to reach goals	May-June-July (start planning in time for setting mission, vision, values, issues, goals, strategies, resource needs, funding needs, and time for getting funds before beginning of next fiscal year)
8.	Elect new board members if any	June
9.	Annual Board Meeting	No later than June 30 (per Bylaws)
10.	Establish chief executive's goals for next year (as produced from strategic planning)	August (as organizational goals are realized from planning)
11.	Draft next year's budget (based on resources needed to reach new strategic goals)	July-August-September
12.	Develop fundraising plan (with primary goals to get funds needed for budget)	July-August-September
13.	Conduct second Board Meeting (address board orientation/training, re-organize or form new committees based on goals from strategic plan, develop work plans, update board operations calendar, review planning status, etc.)	September (in time to orient new board members soon after they join the board)
14.	Conduct fundraising plan (primarily to meet fundraising goals)	September-December

ANNEX A

BOARD OF DIRECTORS EVALUATION BLUE ECOLOGY FOUNDATION (BEIF)

The following table can be used by all board members and the CEO to get an impression of how well the board is doing.

Each member and the CEO should complete the form about four weeks before the first board special meeting. Members attach suggestions about how the board could get higher ratings for any or all the following 14 considerations.

Ideally, someone outside the organization receives the completed forms, collates the results, and write a report indicating the number of respondents who rated the board for each of the 12 considerations.

	Considerations	5 Very Good	4 Good	3 Ave.	2 Fair	1 Poor
1	board has full and common understanding of the roles and responsibilities of a board					
2	board members understand the organization's mission and its programs					
3	structural pattern (board, officers, committees, executive and staff) is clear					
4	board has clear goals and actions resulting from relevant and realistic strategic planning					
5	board attends to policy-related decisions which effectively guide operational activities of staff					
6	board receives regular reports on finances/budgets, products/program performance and other important matters					
7	board helps set fundraising goals and is actively involved in fundraising					
8	board effectively represents the organization to the community					
9	board meetings facilitate focus and progress on important organizational matters					

10	board regularly monitors and evaluates progress toward strategic goals and product/program performance					
11	board regularly evaluates and develops the CEO role					
12	board has approved comprehensive personnel policies which have been reviewed by a qualified professional					
13	each member of the board feels involved and interested in the board's work					
14	all necessary skills, stakeholders and diversity are represented on the board					

Please list the three to five points on which you believe the board should focus its attention on the next year. Be as specific as possible in identifying these points.

- 1.
- 2.
- 3.
- 4.
- 5.

ANNEX B

BOARD OF DIRECTORS EVALUATION OF CHIEF EXECUTIVE OFFICER (CEO) BLUE ECOLOGY INSTITUTE FOUNDATION

Directions:

1. The Board establishes a policy for evaluating the CEO and establishes a current or ad hoc committee to carry out the evaluation (see [Guidelines for the Board's Evaluation of the CEO](#)).
2. Board, working with the CEO, establishes performance criteria and inserts them in the table below. References organizational goals and the CEO's job description.
3. The Board assigns specific weighing factors for each of the major categories below. Factors depend on what the Board believes should be priorities for the CEO during the evaluation period. The factors should total 100%. Example weightings might be finances 15%, revenue 20%, human resources 15%, products/programs 20%, facilities 10%, planning and governance 20%.
4. Each Board member and the CEO completes the table below about the CEO's performance during the evaluation period. Each criterion is ranked from 1-5, with 1=unsatisfactory, 2 = partially within expectations, 3=meets expectations, 4=exceeds expectations, and 5= far exceeds expectations. This numerical ranking system tends to give perspective more than commentary. Rankings with commentary is ideal.
5. Multiply each ranking by the category's weighting factor. Put the answer in the score column.
6. On a separate sheet of paper, provide any commentary that addresses rankings below 3. Consider adding commentary for high ratings as well.
7. Provide evaluation sheet and commentary to the Board member who is assigned to collate the sheets (usually the Board Chair).
8. The Board may decide to provide the CEO an average ranking for each category. Similarly, commentary can be summarized, or each comment provided to the CEO.
9. The evaluation committee provides the evaluation report to the CEO and schedules a meeting with him or her shortly thereafter.
10. Ensure the meeting is update and ends on a positive note.
11. Ensure plans are made to address ratings below 3, including specific actions by specific dates.

Sample Basic Form for Evaluating CEO

Name of Preparer	Ratings	Weight Factor	= Score
<p>Finances, consider:</p> <ul style="list-style-type: none"> · No loss of operating funds; no prolonged legal difficulties · Develops realistic budgets and stays within them · Maintains needed cash flow · Receives a "clean" financial audit <p>Comments:</p>			
<p>Revenue, consider:</p> <ul style="list-style-type: none"> · Raises enough revenue to accomplish significant program goals and maintains or builds a financial balance keeping with organizational policy <p>Comments:</p>			
<p>Human Resources, consider:</p> <ul style="list-style-type: none"> · Maintains or increases productivity of staff · Maintains sufficient and effective volunteer corps (<i>nonprofits</i>) · No undue staff turnover; no ongoing personnel complaints <p>Comments:</p>			
<p>Products/Programs, consider:</p> <ul style="list-style-type: none"> · Maintains or expands programs per plans · Program evaluations demonstrate effectiveness · Meets yearly program goals and objectives <p>Comments:</p>			
<p>Facilities, consider:</p> <ul style="list-style-type: none"> · Maintains professional surroundings and safe working environment <p>Comments:</p>			
<p>Planning and Governance, consider:</p> <ul style="list-style-type: none"> · Has in place a clear mission statement and strategic plan · Maintains an active Board that provide good governance to the organization <p>Comments:</p>			