

Sample Board Meeting and Reporting Work plan
For Cultural Heritage and Broadcasting Commission (fictitious)
200X/200Y Financial Year,

This work plan is based on assumptions that the Board operates under the Crown Entities Act 2004, has 2 standing committees, meets as a full board 10 times a year and has a regular interface with the Minister. All these factors may differ from other entities depending on their nature. It is appreciated that many entries in the work plan may be different or not apply to your board.

Note:

Standard items to be considered at each Board Meeting:

- Review monthly financial statements
- Review Conflict of Interest Register
- Review Risk Register

Topic	July 200X	August 200X	September 200X
Meetings			
<i>Full Board Meeting</i>	No Board Meeting	-Appoint Standing Committees for New Year -Consider Budget bids consistent with SOI for next years budget process -Approve 1 st draft of annual financials	-Approve Remuneration Committee recommendations following SSC consultation -New board members Induction -Approve final annual financials
<i>Remuneration Committee</i>	-Review remuneration performance and consider remuneration based on Consultants report		-Confirm CEO performance KPIs with the CEO
<i>Audit and Risk Assurance Committee</i>		-Review draft annual financials and draft management letter with external auditors	
<i>Reporting to and from Minister (Ministry)</i>			
<i>MOU</i>	-Confirm MOU		
<i>SOI</i>			
<i>Financials</i>		-Budget Bid	-Issue Annual Financial Statements
<i>Performance Reporting</i>		-Meeting with Minister re 4 TH Quarter performance	
Topic	October 200X	November 200X	December 200X
Meetings			
<i>Full Board Meeting</i>	-Consider report from Audit committee		-Preview strategic directions discussion -review draft SOI
<i>Remuneration Committee</i>			
<i>Audit and Risk Assurance Committee</i>	-Review audit program with external auditors -Review conflict of Interest and delegated authorities policies		
<i>Reporting to and from Minister (Ministry)</i>			

<i>MOU</i>			
<i>SOI</i>			
<i>Financials</i>			
<i>Performance Reporting</i>		-Meeting with Minister re first quarter performance	

Topic	January 200Y	February 200Y	March 200Y
Meetings	No Meeting		
<i>Full Board Meeting</i>		-Strategic Directions planning session -review SOI based on letter of expectations and consistent with principles of planning session	-Approve Draft of SOI
<i>Remuneration Committee</i>			
<i>Audit and Risk Assurance Committee</i>			
Reporting to and from Minister (Ministry)			
<i>MOU</i>		-Minister letter of expectations	
<i>SOI</i>			-Draft SOI to MCH
<i>Financials</i>			
<i>Performance Reporting</i>			-Meeting with Minister re second quarter performance
Topic	April 200Y	May 200Y	June 200Y
Meetings			
<i>Full Board Meeting</i>	-Approve next year's budget -Annual Board performance assessment -Consider gaps re Board composition	-Approve final SOI -Review Board performance assessment	-Review and approve Draft MOU
<i>Remuneration Committee</i>			
<i>Audit and Risk Assurance Committee</i>			-end of Year review Audit program
Reporting to and from Minister (Ministry)			
<i>MOU</i>			
<i>SOI</i>		-Draft SOI to MCH	-Draft MOU
<i>Financials</i>			
<i>Performance Reporting</i>		-Meeting with Minister re third quarter performance	