



# (SCA Name)

## Rolling Annual Governance Planning Calendar

### POSSIBILITIES TO JUMP-START YOUR PLANNING

#### Member accountability activities

- Note: Board engagement with members focuses on informing long-term direction and outcomes. The CEO focuses on customer satisfaction.
- Agree on what member input is needed for board to develop/revise policies driving organizational decisions
- Develop 1–2-year membership input plan
- Implement X part of the member input plan (e.g. targeted survey)
- Implement Y part of the member input plan (e.g. focus group)
- Board deliberation on input collected
- Develop annual SCA results report
- Deliver annual SCA results report (*some states require annual reports*)

#### Policy development activities

- Notes from Stacy if using Policy Governance:
  - ▶ *Be sure to consider any policy revisions as part of your monitoring process rather than picking an arbitrary date to assess all policies at once. If the board has a complete monitoring schedule in place and it is following the schedule, revisions should happen automatically.*
  - ▶ *If the board is transitioning to Policy Governance, plot your timeline for policy development into the planning calendar. If you really want to spread out the work, see page 7 in the **Policy Development Guide 2.0/Policy Governance Toolkit** in ASCA's at Elevate website or Affiliate Exchange: <https://www.schoolcounselor.org/Affiliate-Exchange/Governance-Tools/Policy-Governance>*

#### Compliance monitoring activities

- If using the policy framework from the Policy Governance Toolkit 2.0 materials, here are the policies that must be monitored. Numbering is not universal so be sure to number yours to align with your set.
  - ▶ Executive Limitations policies
    - Global Constraint (do this after all other Executive Limitations have been monitored)
    - Emergency Executive Director Succession
    - Protection of Assets
    - Financial Planning and Budgeting (remember to do this timed with your budgeting cycle as a draft budget is submitted as proof of compliance)
    - Ongoing Financial Conditions (monitored 2-4 times annually)
    - Communication and Support to the Board (good to time this just prior or simultaneous to the Executive Director performance review)
    - Treatment of Staff, Volunteers and Contractors
    - Treatment of Members
  - ▶ Ends policies
    - The board can set one date to monitor all of Ends or split reporting in half and spread it out. Work with Executive Director (or equivalent) to select a review month that will assure the most comprehensive results information.

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### POSSIBILITIES TO JUMP-START YOUR PLANNING

#### Compliance monitoring activities, continued

- ▶ Board self-assessment
  - *First, determine if your performance will be assessed once a year (best during an annual board retreat) or after every meeting. To plan either approach and plug relevant information into this planning table, first study the Guide to Assessing Board Performance, in the Policy Governance Toolkit 2.0 found on the Affiliate Exchange: <https://www.schoolcounselor.org/Affiliate-Exchange/Governance-Tools/Policy-Governance>*
  - If following annual approach, be sure to mark planning calendar time for preparation, actual assessment, and follow up (e.g. changes to policy).

#### Visioning and resilience activities

- Periodic (perhaps after annual ASCA conference) environmental scanning/horizon review
- Periodic discussion to assess association's risk, resilience, and succession readiness
- Periodic discussion to assess future board composition and leadership pipeline activities

#### Board logistics activities

- Run board member recruitment process according to by-laws
- Plan/confirm new member onboarding process and materials
  
- Run officer selection process according to by-laws
- Implement new member training
- Debrief on new member training and note adjustments for following year
  
- Review and revise by-laws as necessary
- Review (and formally accept, if required by state) annual 990 or other IRS reporting forms
  
- Determine board's ongoing educational needs
- Meeting time for board education activity(ies)
  
- Prepare process and materials for Executive Director performance review
- Run Executive Director performance review