

PBSN Board Calendar

# November 1st – October 31st

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| **Month** | **Task** |
| **November** | **- Board Orientation/Retreat** **- Quarterly Strategic Plan Review/Reassign Leads** |
| **December** | **- New Board Shares Liaison Assignments to Member Agencies****- Send Agency Calendar to PBS CEO’s** |
| **January** | **- Amend Expense Budget Based on TYD/Projected Expenses****- Develop Membership-Liaison Face to Face Topics/Issues****- Quarterly Membership Meeting****- Review FLS Evaluations** |
| **February** | - **Determine Network Members for Next FY****- Develop agenda for quarterly meeting****- Quarterly Strategic Plan Review** |
| **March** | - **Adopt Preliminary Budget** **Assumptions for next FY** **- Send out Liaison Survey****- Secure location for CEO Breakfast** |
| **April** | **- Develop agenda for CEO breakfast****- Report out at board meeting on Membership-Liaison Face to Face Meetings**- **Adopt Preliminary Budget for next FY** **- Quarterly Strategic Plan Review****- Quarterly Membership Meeting**  |
| **May** | **- Review Liaison Survey Results for CEO Breakfast****- CEO Breakfast****- Strategic Plan Review – SWOT** |
| **June** | **- Send Agency Calendar to PBS CEO’s** |
| **July** | - **Receive Preliminary Training Dates for next FY** (*PBS Academy*)- **Member Due Bills Sent** (*PCHS*)**- Quarterly Membership**  |
| **August** | - **Receive Annual Report** (*PBS Board President)***- Solicit Board Nominations** - **Update Board Calendar** (*Secretary*)- **Quarterly Strategic Plan Review**- **Plan/Develop Board Retreat Agenda** **- Secure location for Board Orientation/Retreat** |
| **September** | **- Vote in New Board** **- Elect New Officers**- **PBSN Policy and Procedure Review****- Send our Annual Report to PBS CEO's** |
| **October** | **- Quarterly Membership Meeting (present Annual Report)****- Orient New Board Members** |

Updated 2.20