

PBSN Board Calendar

# November 1st – October 31st

|  |  |
| --- | --- |
| **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