

APPENDIX C: BOARD MONITORING SCHEDULE (template) aka Map of Actions for FY _____

M = Board Meeting on 3rd Wednesday C = Congregational Meeting

Month	Date	Deadline	What	Who	Basis
July		M	Lead Minister's Report	Lead Minister	4.1.3a
		M	Treasurer's Report	Treasurer	1.2.4
		M	Review and identify Policies and Bylaws to revise	Board	Preamble
		M	Mission Statement and Ends Review	Board	1.1.2a
		M	Pledge Drive Committee Report	Pledge Drive Committee	1.3.3
		last Wed	Perspectives article	Board rotating	Current Practice
August		1st	Complete Board Monitoring Schedule	President	1.1.1b
		M	Lead Minister Report	Lead Minister	
		M	Treasurers Report	Treasurer	
		M	Report on Insurance, Limits and Coverages	Director of Administration	4.1.4a
		M	SPF Update on performance including Operating Fund	SPF Chair	Bylaws 8.5
		M	Finalize Annual Planning Document	Board / LM	1.1.1c
		last Wed	Perspectives article	Board rotating	Current Practice
September		Variable	Board Retreat	President / LM	Current Practice
		M	Lead Minister Report	Lead Minister	

Month	Date	Deadline	What	Who	Basis
		M	Religious Education Update	Lead Minister	4.1.4b
		M	Treasurer's Report	Treasurer	
		M	Denominational Affairs	TBD	Past Practice
		M	Report of External Audit (every 4th year)	Treasurer	4.2.4b
		last Wed	Perspectives article	Board rotating	Current Practice
October		M	Lead Minister Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		M	Quarterly Statement of Cash Flow	Treasurer	4.1.2
		M	Connections Coordinator Report	Connections Coordinator	Current Practice
		M	Policy/Bylaws revisions completed (if any)	Governance Working Group	Preamble
		last Wed	Perspectives article	Board rotating	Current Practice
November		30 days prior	Notification to Congregation of Mid-Year Meeting	Secretary	1.2.3d
		M	Lead Minister Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		M	Five-Year Capital Plan Update	LM, Finance Committee	1.1.2c
		M	Proposed Agenda for Mid-Year Congregational Meeting	President	1.2.1a
		M	Social Justice Report	Social Justice Chair	Current Practice

Month	Date	Deadline	What	Who	Basis
		M	Report on Annual Internal Audit	Treasurer	4.2.4a
		last Wed	Perspectives article	Board rotating	Current Practice
December		C	Congregational Meeting and Report	Board	Bylaws 4.0
		M	Lead Minister's Report	Lead Minister	
		M	Personnel Policies and Safety Update	Lead Minister	Section 3
		M	Treasurer's Report	Treasurer	
		last Wed	Perspectives article	Board rotating	Current Practice
January		M	Lead Minister's Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		M	Mid-year Assessment of Effectiveness of Ends Statements and Mission Statement	Board	1.1.1
		M	Quarterly Statement of Cash Flow	Treasurer	4.1.2
		M	Salary/benefit requests for next year	Lead Minister	Appendix D
		M	Budget requests for next year	Lead Minister	2.1a
		M	Pledge Drive Committee Report	Pledge Drive Committee	1.3.3
		last Wed	Perspectives article	Board rotating	Current Practice
February		M	Lead Minister's Report	Lead Minister	
		M	Treasurer's Report	Treasurer	

Month	Date	Deadline	What	Who	Basis
		M	Music Director Report	Music Director	Current Practice
		M	Preliminary Draft Budget	Treasurer	
		M	Religious Education Update	Lead Minister	4.1.4b
		M	Monitor Status of Long-Term Strategic Plan	Board/President	1.1.2b
		M	SPF Update on performance including Operating. Fund	SPF Chair	TBD
		last Wed	Perspectives article	Board rotating	Current Practice
March		M	Lead Minister's Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		M	Right Relations Committee Report	Right Relations Committee	TBD
		M	Review and Revise Position Descriptions	Board	1.2e
		M	Annual Update of Capital Development Plan	Board/President	1.1.2c
		last Wed	Perspectives article	Board rotating	Current Practice
April		M	Lead Minister's Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		M	Statement of Cash Flow/Operational Reserves	Treasurer	4.1.2
		M	Leadership Cultivation Committee Report	Leadership Cultivation Committee	Bylaws 6.2
		last Wed	Perspectives article	Board rotating	Current Practice

Month	Date	Deadline	What	Who	Basis
May		30 days before	Notification to Congregation of Annual Congregational Meeting	Secretary	Bylaws 4.4
		1st	Request Data for Year-end Assessments	President	1.1.1
		M	Lead Minister's Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		M	Final Proposed Budget for Approval	Treasurer/Finance Committee	1.3.1 Bylaws 6.1
		M	Proposed Agenda for Annual Congregational Meeting	President	1.2.1a
		Variable	Complete Year-end Assessments with Lead Minister	Board/Lead Minister	1.1.1a
		last Wed	Perspectives article	Board rotating	Current Practice
June		C	Annual Congregational Meeting	Board	Bylaws 4.2
		M	Lead Minister's Report	Lead Minister	
		M	Treasurer's Report	Treasurer	
		Variable	Draft Annual Planning Document for coming year	Board/Lead Minister	1.1.1c
		30th	Orient new Board Members to governing documents	Secretary	1.2.3f
		30th	Orient new Officers	Previous Officers	Current Practice
		last Wed	Perspectives article	Board rotating	Current Practice