

**Willimantic Food Co-op
Board Annual Calendar**

<p align="center">January</p> <ul style="list-style-type: none"> • Board Policy C.1: Unity of Control • GM Policy B.1: Staff Treatment and Compensation • CBLD Retreat • Vote to endorse slate of candidates for board election 	<p align="center">February</p> <ul style="list-style-type: none"> • Board Policy C.2: Accountability of the Manager • GM Policy B.3: Financial Condition & Activities (4th qtr, year-end) • Generate candidate bios and ballots for Board election • Co-op Birthday • Submit newsletter article 	<p align="center">March</p> <ul style="list-style-type: none"> • Board Policy C.3: Delegation to the Manager • GM Policy A.1: Global Ends • Set agenda for Annual Meeting • GM Review • Develop new Board packets and plan orientation
<p align="center">April</p> <ul style="list-style-type: none"> • Board Policy C.4: Monitoring Manager Performance • GM Policy B.4: Asset Protection • Hold Annual Meeting • Schedule Board retreat • CCMA registration 	<p align="center">May</p> <ul style="list-style-type: none"> • Board Policy D.5: Director's Code of Conduct • GM Policy B.3: Financial Condition & Activities (1st qtr) • Elect Officers • Establish Board meeting schedule • Plan Board retreat • Submit newsletter article 	<p align="center">June</p> <ul style="list-style-type: none"> • Board Policy D.1: Governing Style • GM Policy B.6: Emergency Management Succession • "Parking lot" review
<p align="center">July</p> <ul style="list-style-type: none"> • Board Policy D.2: The Board's Job • GM Policy B.7: Customer Service and Value • Submit newsletter article 	<p align="center">August</p> <ul style="list-style-type: none"> • Board Policy D.3: Agenda Planning • GM Policy B.3: Financial Condition & Activities (2nd qtr) • Board Retreat • Approve July Minutes 	<p align="center">September</p> <ul style="list-style-type: none"> • Board Policy D.4: Board Meetings • GM Policy B.8: Membership • Board Budget (to be completed by October 1st)

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October	November	December
<ul style="list-style-type: none">• Board Policy D.6: Officers' Role• GM Policy B.9: Board Logistical Support <i>and</i> GM Policy B.5: Communication and Counsel to the Board• Annual Meeting Planning Subcommittee meets to begin process• Find candidates to run for Board• Submit newsletter article (recruitment)	<ul style="list-style-type: none">• Board Policy D.7: Board Committee Principles• GM Policy: Financial Condition & Activities (3rd qtr)• Conduct Staff Survey• Bylaws Subcommittee meets to assemble suggested changes	<ul style="list-style-type: none">• Board Policy D.8: Governance Investment• GM Policy B.2: Financial Planning• Vote to approve changes to bylaws• CBLD registration