

Sample Annual Work Plan*

Months 1 through 6

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting
Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals
Annual Meeting: elect and seat new members, review committees, review bylaws for quorum purposes					
		Finance Committee's review of IRS Form 990	Review IRS Form 990 based on Finance Committee's recommendations	Submission of IRS Form 990	
				Review of Policies & Procedures prior to annual renewal (inc. clinical & administrative, capital expenditures plan, language & cultural competency plan, service plan; Board and staff training plan; marketing and enrollment plan for prepaid health plans)	
		Annual Planning Retreat	Review Planning Retreat Report		
	Review and approve Financial Status Report (FSR)	Submission of FSR to HRSA	Review Catchment Area, Service Contracts and Fee Schedule		Review prior year's Audit; review reconciliation between FSR and Audit
Committee to tabulate Board self evaluation results and place in Report for review by full Board	Review Board Self-evaluation Report				
	Corporate Compliance Report			Corporate Compliance Report	
Quality Assurance/ Risk Management Report +		Credentialing/ Privileging Issues	Quality Assurance/Risk Management Report		
	Review community needs assessment as needed				

Sample Annual Work Plan*

Months 7 through 12

Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting	Review and approve minutes of last month's meeting
Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals	Review and approve Budget to Actuals
					Nominate new Board members to replace outgoing members/ vacancies
Review & Approve Next Year's Section 330 Budget	Finance Committee Review & Approve Application or renewal materials	Full Board's review & approval of budget/grant renewal documents	Submission of grant application or renewal documents		
		Submission of independent audit of prior FY (w/in 9 months of close of FY)			
		Committee to determine CEO evaluation instrument	Committee to determine Board Self-Evaluation Instrument	CEO Evaluation; Committee to compile results	Board Self-Evaluation; Share CEO evaluation results with Board and CEO; Get CEO's input on his/her evaluation
	Corporate Compliance Report			Corporate Compliance Report	Review and approve Compliance work plan and budget for next year
Quality Assurance Report		Credentialing/ Privileging Issues	Quality Assurance Report		

* Note: Month 1 in this example is the month the health center's § 330 grant funds begin; this chart assumes that Month 1 coincides with the start of the fiscal year. Placement of items on this chart is flexible, for example the annual meeting need not occur in Month 1. This chart should serve only as a planning tool for health center boards.

+ Note: Quality assurance report may be coupled with corporate compliance report.