

Sept. 10, 2020

WACOSA BOD Committee**Annual "To Do" List**

Note: All elements must be reviewed/revise annually unless otherwise noted

Executive Committee**Month**

New member Orientation	January
Presentation/Review of Committee Assignments	February
Update on Strategic Plan	February/July
Review Outcomes Report	March
Approval of signers	March
Risk Management Plan (Organizational)	May
Governance Policies & MOU (in process)	June
Begin Board recruitment for next year	July
By-laws	September (every 3 years – 2022)
Distribute BOD Self-Assessment	September
Review of BOD Terms/Renew 3-year commitment	September
Discuss BOD Self-Assessment	October
Signing Code of Conduct	November
Signing Conflict of Interest	November
Signing Confidentiality	November
Review slate of officers for coming year	November
Honor outgoing BOD members	November
Metrics/KPI's	Monthly

Finance Committee

Review insurance coverages	January/February
Review Year-End Financials	February
Review of Internal Controls & Accounting Procedures	February
Approval of Internal Controls & Accounting Procedures	March
Review of 401K Audit	May
Review Full Audit/Address deficiencies	June
5310 Resolution approval	August (every 2 years)
Review Operating Reserve/Designation Policy	October
Investment Policy – Short-Term	October
Investment Policy – Long-Term	October
Review/Approval of EE Audit	October
Approval of 990	October
Budget Review/Approval	November
Discuss annual distribution	November
Review Financials	Monthly
Metrics/KPI's	Monthly

Program

Accessibility Plan Review/Update	February
Annual picnic	June
DNR/DNI Policy	June
Critical Incident Action Plan/Summary	August
Client/Stakeholder Satisfaction	September
Metrics/KPI's	Monthly
Follow-up on CARF Preparation	Every 3 years (Aug. 2022)

Human Resources

Review Crisis Management and Response Plan	January
Update Personnel Policies/Employee Handbook	March
Exec. Dir. Succession Plan (standards and emergency)	March
Annual Review of Work Comp	March
Review Turnover Statistics	May
Organizational Compliance Policy	June
Distribute ED's PR	June
Executive Director Compensation Policy/Form	June
ED's Performance Review	July
Staff engagement/satisfaction	September
Conflict of Interest Policy (Board & Key Staff)	November
Metrics/KPI's	Monthly

Marketing

Marketing Plan (creation and annual updating)	
Metrics/KPI's	Monthly
Update website	
Newsletter out	Two times yearly
Annual Report	July (following audited numbers)
DocuShred/ThriftWorks Satisfaction	September

Fund Development

Fundraisers:	
5K prep	Begin work in April
5K event	August
Rox event	June
Panera event	September
Pizza Ranch event	April
Annual appeal prep	October
Annual appeal	November
Gift Acceptance Policy	September
Metrics/KPI's	Monthly
Update on grant submissions	(Feb., May, Aug. & Nov.)