



Webinar

Developing your annual board work plan

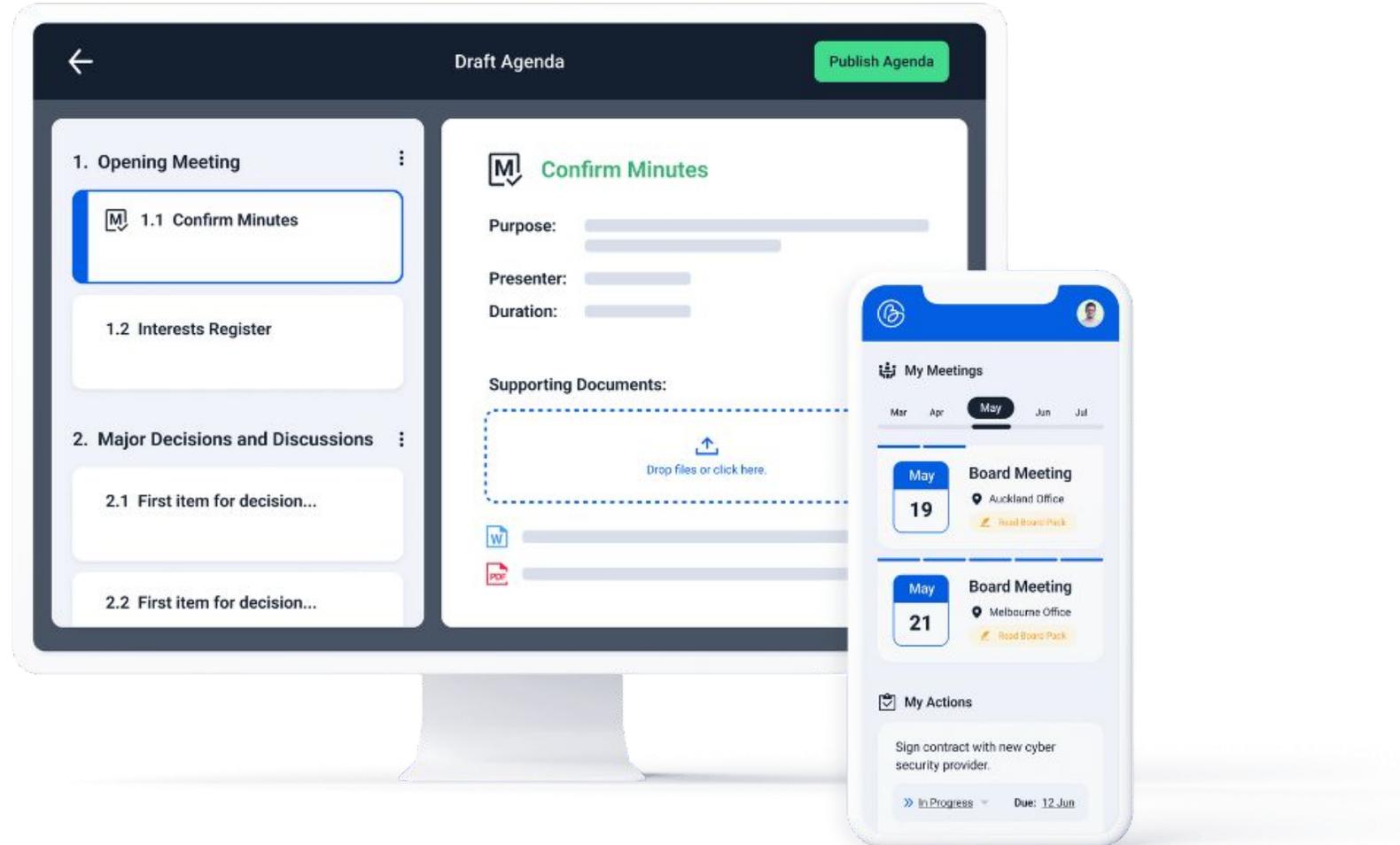
Avoid overload

Create capacity

With Julie Garland McLellan









**Making the fundamentals of
governance free and
easy to implement**



Governance Made Easy

Governance Resource Center

Explore free governance resources for growing your organisation and adopting good governance practises. From meeting minutes templates to CEO reporting templates, our comprehensive guides and templates will cover your governance and business essentials.

Content type ▾

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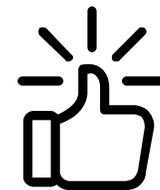
Persona ▾

Search





Slides, webinar video, and transcript will be sent to you. Sit back, relax and enjoy the conversation





**Julie Garland
McLellan**

Managing Director
Directors Dilemma



Steven Bowman

Managing Director
Conscious Governance



**Graeme
Nahkies**

Practice Leader
Boardworks



What's your
problem?

→ Short poll





The annual agenda







Delegations



What can you take off your agenda without compromising your ability to deliver across the ten essential functions of a board?



Building your annual plan

01

**Rocks, sand, and water –
not January, February, March!**

02

**What has your board chosen
to do?**

03

Do what you say you will do





Keep it simple

- 01** Make a table with as many columns as you have board meetings +1

- 02** Put 'Topics' as the header of the first column

- 03** Put the date/month of each meeting as a header

- 04** Assign each of your chosen activities to the appropriate meeting(s) and put what they are in the 'Topics column'

- 05** Add your compliance obligations at the appropriate time for your board's input

- 06** Add any 'noting' or 'report' items when they are expected (e.g. CEO and CFO attestations, lodgement of accounts, etc.)

- 07** Add your usual 'standing items'

See BoardPro resources on Building a Better Board Pack (whitepaper) and the Agenda Template (Template)



It should look a bit like this:

Item	J	A	S	O	N	D	J	E	M
Standard Business:	✓	✓	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none">• Attendance and Conflicts of Interest• Minutes• Matters Arising• Month and Year to date results• Key Financial Ratios• Share register Updates• CEO Report to the Board									
Board review									
<ul style="list-style-type: none">• Composition• Performance review• Remuneration		✓		✓		✓			
CEO review									
<ul style="list-style-type: none">• Succession• Performance Review• Remuneration• Delegations review (by Audit Cttee)		✓		✓			✓		✓
Corporate Governance									
<ul style="list-style-type: none">• Review corporate governance statement• Review risk management statement• Review share trading policy• Review code of conduct• Review Committee Charters:<ul style="list-style-type: none">• Audit• Remuneration• WHS review		✓				✓		✓	✓
Budget									
<ul style="list-style-type: none">• Develop• Endorse/adopt• Review Delegations• Review performance against budget								✓	✓
Strategic Plan									
<ul style="list-style-type: none">• Workshop with management• Review draft plan• Endorse final plan• Review implementation	✓					✓	✓		✓
Investor relations									
<ul style="list-style-type: none">• 4 D & 4 E (annual & interim results)		✓			✓			✓	





Better still, use BoardPro's integrated annual workplan:



The screenshot displays the BoardPro interface for an 'Annual Work Plan 2026'. On the left is a navigation sidebar with the BoardPro logo and menu items: Dashboard, Boards (with a dropdown for 'AJAX'), Meetings, Actions, Decisions, Between Meetings, Documents, People, Interests, Committees, Annual Work Plan, and Settings. The main content area is titled 'Annual Work Plan 2026' and features a grid of tasks organized by month. Each month's section includes a title, a list of tasks, an 'Ask AI' button, and a '+ Link Meeting' button. A floating menu on the right, triggered by an 'Add' button, offers options: 'Create Blank Plan', 'Import Existing Plan', and 'Use Template'.

Annual Work Plan 2026

Feb 2026 Ask AI + Link Meeting

- Annual Strategic plan development—review
- Review goals, mission and vision
- Option agreement

Mar 2026 + Link Meeting

- Annual Strategic plan development—approve
- Review Delegated Authority Policy
- Review dividend policy & contingency fund
- Option agreement

Apr 2026 + Link Meeting

- Review Key suppliers
- Annual Financial statements - Review year-end financial estimates, adjustments and impairments. - Draft

+ Add

- Create Blank Plan
- Import Existing Plan
- Use Template



Is any meeting overloaded?



Delegate more



Move items to adjacent meetings



Hold an additional meeting

An additional meeting that is on your annual schedule is not an ad-hoc meeting and should be able to be accommodated in diaries



Themed meetings



Some boards create 'themed meetings'



Some boards have 'special purpose meetings' with only one or two agenda items



You can add a consent agenda to these meetings



You can have a decisions needed section (but keep it short)



Make sure you have individual agendas that allow time for strategic discussion

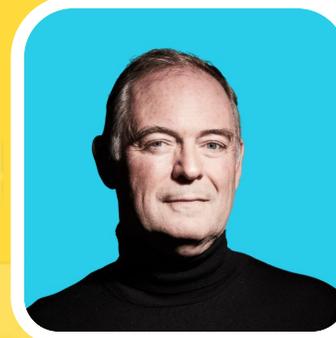
NOTE: Standing Reports are For Noting. Any items for Board consideration will be added elsewhere as separate Agenda Items. Make sure that the CFO/ Financial Report should also offer a Declaration that we are solvent, and up to date with Superannuation guarantee, PAYG and other tax payments.

08.10	10	CHANGES TO STRATEGIC ENVIRONMENT (i.e. Strategic Gossip)					
	10.1	Directors and Staff to disclose any early issues or 'rumours' that may have strategic impact on the organisation	For Discussion	N		All	
08.15	11	CHANGES TO STRATEGIC ENVIRONMENT (i.e. Strategic Gossip)					
	11.1	CEO Report	For Noting	Y	49	CEO	
	11.2	CFO Report	For Noting	Y	59	CEO	
	11.3	COVID-19 Report	For Noting	Y	66	CEO	
	11.4	CEO Briefing on Preparation for 2025 AGM	For Noting	Y	68	CEO	
	12	BOARD IN CAMERA SESSION					
	12.1	Discussion and Decision Regarding Approval of new Interim Director	For Decision	Y	72	Chair of Gov Ctee	
	12.2	Preparing for Annual Board Performance Evaluation	For Discussion	Y		Chair	
	12.3	CEO Performance Review and early issues re Contract renegotiations	For Discussion	Y		Chair	
08.25	13	MEETING REVIEW - IN CAMERA					
	13.1	Feedback from Observer Director	For Noting	N		Observer	
	13.2	Feedback from Other Directors	For Noting	N		Director	
	14	NEXT MEETING					
		Date:	: Thurs 10 Oct 2025	For Noting			
		Time:	: 06.30pm to 08.30pm				
		Venue	: TRC				



**Julie Garland
McLellan**

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Steven Bowman

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Graeme Nahkies

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Special Product Webinar

March 11th - 2026

<https://www.boardpro.com/product-webinars/developing-your-annual-board-work-plan-march-11>



SPECIAL PRODUCT WEBINAR

New Feature Release:
BoardPro Annual
Board Work-Plan



11th March 2026
11:00am AEDT | 1:00pm NZDT

With BoardPro Product Team





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