



2020-2021 NYSARH Board Governance Calendar

Timing	Task	Designee
September	Host the Association's Annual Membership Meeting	Entire Board
	Appoint Committee Chairs	President
	Confirm Committee Composition	Staff
	Prepare and disseminate Board and Committee meeting calendar	Staff
	Provide Annual Conflict of Interest Training	Governance
October	Collect Disclosure of Financial Interest Forms	Governance
	Update Board Composition and Recruitment Matrix	Governance
	Prepare application for NRHA Technical Assistance Program Funds	Staff & Exec
	Submit budget items to Treasurer	Chairs
November	Complete Review of Disclosures of Financial Interest Forms	Governance
	Participate in National Rural Health Day Advocacy Initiative by making in-district legislative contacts	All members
	Develop Annual Budget	Finance
	Approve application for NRHA Technical Assistance Program funds	Entire Board
December	Approve Annual Budget	Entire Board
	Develop annual legislative agenda	Policy
January	Review progress made on Strategic Plan	Entire Board
	Conduct annual review of corporate bylaws	Governance
	Conduct annual review of fiscal policies	Finance
	Initiate review of year-end financials and audit	Entire Board
	Initiate advocacy with regard to state budget	Policy
February	Participate in NRHA Policy Institute, Washington, DC	Delegation
March	Initiate assessment of board and admin services vendor	Governance
April	Receive audit report	Entire Board
June	Renew admin services contract	Entire Board
August	Conduct annual election of board members and officers	Governance