

New River Community Action, Inc.
Board of Directors' Annual Work Plan
2017-2018

Numbers = CSBG Organizational Standards; HS=Head Start Regulations; UG=Uniform Guidance Regulations; Bylaws=NRCA Bylaws; CSBG=CSBG Reporting Requirements

	Activity	Assigned Committee	Month	Month/Year Completed	Notes
UG 8.9 Bylaws	Approve Annual Program Budgets & Agency-Wide Budget	Finance	July		
	Approval new program year Committee Appointments	Full Board	July		
HS	Approve Head Start By-Laws Revisions	Program	July		
HS	Review HS Strategies Gold (TSG) Assessment Summary	Program	July		
	Photo of Board members and officers for press releases		July		
	Board appointment to CHIP Advisory Council		August	Aug 2016	4-year term
5.3 Bylaws	Review/Amend By-Laws	Executive	August	Aug 2016/ attorney May 2017	Each member must receive every 2 years; approval by attorney every 5 years
4.5	Review/Update CEO Succession Plan	Executive	August		
	Approve Board Organizational Chart	Executive	August		
Bylaws	Implement/Review Progress of Public/Community Relations Plan	PR	August		
Bylaws	Implement/Review Progress of Agency Resource Development Plan	PR	August		
HS	Review Head Start Program Information Report data (PIR)	Program	September		
HS	Review Head Start Five-Year Goals End of Year Report	Program	September		
HS	Recruit Members to Assist with Head Start Self-Assessment	Full Board	September		
HS	Approve Head Start Five-Year Goals	Program	September	Feb 2014	Every 5 years
4.4	Approve Annual Community Action Plan Results and Financial Report	Program & Finance	September		
1.3	Review Customer Satisfaction Data (data included in Strategic Plan)	Program	September		
HS	Head Start Eligibility Training (ERSEA)	Full Board	September		Required annually within 180 days of the

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					start of the Head Start program year
8.2-8.3 8.4 Bylaws	Accept Agency's Annual Audit Report/Address Any Findings	Finance	October		
	Approve Local Government Budget Request	Finance	November		
HS	Fiduciary Training	Full Board & Head Start Policy Council	November		
Bylaws	Review Agency's Salary Scale/Structure	Personnel	November		
	Approve Staff Organizational Charts	Personnel	November		
UG Bylaws	Approve Insurance Programs and Retirement Plan	Finance & Personnel	November		
8.10- Bylaws, UG, 8.11	Approve Revisions to Agency's Financial Policy/Procedures, including Procurement Procedures	Finance	November	Dec 2016	F P/P every 2 years Procurement every 5 years
5.8	Board Governance Training		December		Every 2 years
HS	Review Annual Head Start Self-Assessment and Findings	Program	December		
3.5 Bylaws	Accept Agency Community Assessment	Program	December	Feb 2017	Every 3 years
HS	Accept Head Start Community Assessment	Program	December		
HS	Approve Head Start Integrated Service Plans	Program	December		
Bylaws	Develop/Review Public Policy Activities	Program	December		
CSBG	Approve Community Action Plan Progress & Financial Reports	Program & Finance	December		
Bylaws	Review Board Attendance and Implement Attendance Policy	Executive	January		
Bylaws	Develop CEO Evaluation Process	Executive	January		

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7.7	Approve Whistleblower Policy	Executive	January		
HS	Review Head Start Selection Criteria and Recruitment Plan (ERSEA)	Program	February		
HS	Approve Head Start Refunding Application	Program and Finance	February		Joint meeting with Policy Council Finance Committee
HS	Approve HS Training and Technical Assistance Plan and Budget	Finance	February		
8.6 UG	Review Form 990	Finance	February		
UG	Accept Retirement Plan Audit	Finance	February		
UG	Approve Mid-Year Budgets	Finance	February		
5.8	Board Member Training on Duties/Responsibilities/Roles	Full Board	March	Mar 2017	Every 2 years
Bylaws	Approve Annual Community Action Plan (CSBG application)	Program & Finance	March		
CSBG	Approve Community Action Plan Progress & Financial Reports	Program & Finance	March		
Bylaws	Develop Public/Community Relations Plan for next year	Public/Community Relations & Resource Development	April		
Bylaws	Develop Agency Resource Development Plan for next year	Public/Community Relations & Resource Development	April		
Bylaws	Monitor Staff Development/Training Outcomes	Personnel	April		
7.4-.5	Distribute CEO Performance Evaluation Survey	Executive	April		
Bylaws	Head Start Representation Target Election		March		Current term expires 7/2019 Next election 3/2019
7.4-.5	Conduct CEO Annual Performance Evaluation	Full Board	May		

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Bylaws	Appoint Nominating Committee	Board Chair	May		
Bylaws	Conduct Board Self-Evaluation	Executive	May		
BP	Develop Board Annual Work Plan	Executive	June		
Bylaws	Elect Officers	Nominating	June		
CSBG	Approve Community Action Plan Progress & Financial Reports	Program & Finance	June		
7.4-.5	Approve CEO Annual Compensation	Full Board	June		
	Poll Board Members for Committee Preference	Full Board	June		
5.6	Sign Conflict of Interest Statements	Full Board			
7.1	Approve Agency's Personnel Policies/Review by Attorney	Personnel		Nov 2016	every 5 years
4.6	Report Comprehensive Risk Assessment Results	Finance	January 2018	Jan 2016	Every 2 years
4.1	Review Agency's Mission Statement	Full Board		Nov 2016	Every 5 years
6.1 Bylaws	Approve Agency's Strategic Plan	Executive		July 2014	develop at least every 5 years
UG Bylaws	Recommend CPA Firm for Annual Audit	Finance	January 2018		Every 5 years
Bylaws	Monitor Volunteer Recruitment and Development	Personnel			
5.9	Review Programs Reports	Full Board	Monthly	Monthly	
8.7	Review Program and agency-wide Financial Reports (Balance Sheet, Income Statement and reserve funds)	Full Board	Monthly	Monthly	
HS	Review USDA Meal Reimbursement Reports	Full Board	Monthly	Monthly	
9.3 Bylaws	Review Analysis of Agency's Outcomes & Program Adjustments as Identified per Analysis	Program	As Available		Annually for each program
UG	Approve New or Major Revisions to Financial Memoranda of Understanding (MOUs)	Finance	As Needed		

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5.7	New Board Member Orientation	New Board Members	As Needed		Within 6 months of seating
UG	Approve New Leases or Major Revisions, Major Facilities Renovations & Purchases	Finance	As Needed		
UG Bylaws	Approve Agency Bank Accounts and Investments	Finance	As Needed		
Bylaws	Approve Job Descriptions	Personnel	As Needed		
Bylaws	Participate in Staff Grievances according to policy	Personnel	As Needed		
Bylaws	Recommend Civic Members to Serve on Board	Membership	As Needed		
HS	Review HS Communication and Guidance from Secretary (IMs)	Full Board	As Provided	As provided	
	Fiscal Training	Full Board			Annually
	Human Resources Training	Full Board			Annually
	Facilities/Vehicles Training	Full Board			Annually
	IT Training	Full Board			Annually