

**FOOD BANK OF THE SOUTHERN TIER**

**Board of Directors**

*Critical Task List Tracking Calendar*

<b>Task</b>	<b>FEB</b>	<b>MAY</b>	<b>JUN</b>	<b>AUG</b>	<b>NOV</b>	<b>DEC</b>	<b>As Needed</b>
Elect & Appoint Directors & Officers	X						
Approve Committee Appointment	X						
Review & Sign Conflict of Interest Statement & Confidentiality Statement	X						
Review & Sign Board Member Agreement	X						
Evaluate President/CEO Performance and Approve Compensation/Incentive Package	X						
Approve Quarterly Financials	X	X		X	X		
Approve Year End Audited Financial Report		X					
Convene Annual Strategy Conversation			X				
Review Food Bank Performance Benchmarking Dashboard					X		
Approve Annual Operating Budget						X	
Distribute Annual Fund Pledge Forms to BOD Members						X	
Approve Significant Changes/Adjustments to Food Bank Assets (w/in Reserved Powers of CCDOR BOD)							X
Approve Food Bank Mission & Vision Statements							X
Review Performance & Effectiveness Policy							X
Participate in Strategic Planning							X
<b>Approved: July 2006 --- Revised: Nov 10/ Nov 13/Dec 15</b>							