

FOOD BANK OF THE SOUTHERN TIER

Executive Committee

Critical Task List Tracking Calendar

| Task | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | As Needed |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| Recruitment & selection of President/CEO | | | | | | | | | | | | | X |
| Review & approval of President/CEO succession plan | | | | | | | | | | | | | X |
| Annual review & approval of compensation for President/CEO | | Start | | Finish | | | | | | | | | |
| President/CEO Annual Evaluation | Start | Finish | | | | | | | | | | | |
| Plan professional development of President/CEO | | | | | | | | | | | | | X |
| Review and monitor committee tracking calendar. Make changes as necessary | | | | | | | | | | | X | | |
| Review committee description and make changes as needed. | | | | | | | | | | | X | | |
| Participate and review board assessment & individual member self-assessment results (biennial) | | Report | | | | | | | | | | Dist. | |
| When appropriate, conduct preliminary review of other committee's recommendations prior to final approval by BOD. | | | | | | | | | | | | | X |
| Provide BOD leadership as part of strategic planning process or determine need for ad-hoc strategic planning committee. | | | | | | | | | | | | | X |
| Make recommendations to BOD | | | | | | | | | | | | | X |
| Provide leadership in setting overall goals, objectives and priorities of BOD. | | | | | | | | | | | | | X |
| Provide direct support and counsel to President/CEO regarding personnel matters or other organizational issues as requested by president/CEO. | | | | | | | | | | | | | X |
| Ensure that the work of the BOD and the committees of the BOD are fully engaging in their duties as outlined in the Bylaws and committee descriptions. | | | | | | | | | | | | | X |
| Participate in Feeding America's audit interview. | | | | | | | | | | | | | X |

Approved: Nov 06 -- Revised: Aug 10; Nov 11; Sep 12