

This example can be used as a starting point to create a policy or other document for your own land trust, but should be altered as necessary to reflect your organization's unique circumstances using guidance found in the *Land Trust Standards and Practices Guidebook* text and corresponding Standards and Practices Curriculum.

Please Note: If you are using this material for accreditation purposes, see also the [Land Trust Accreditation Commission website](#) for additional information. To search for policies from accredited land trusts, insert <<accredited>> along with the search term (e.g., conflict interest policy accredited).

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: ANNUAL BOARD PLANNING CYCLE

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which (a) completes a re-exploration of ends policies annually and (b) continually improves its performance through attention to Board education and to enriched input and deliberation.

1. In the first meeting of the Board following Annual Meeting, the Board will develop its agenda for the ensuing one year period. The cycle will conclude each year on the last day of June in order that administrative budgeting can be based on accomplishing a one-year segment of the most recent Board long-range vision.
2. The sequence set forth below is a guide for annual Board planning.
 - July/August: Annual meeting, a celebration and review of the past year, and formal nomination and election of new Trustees;
 - Early September: Orientation of new Trustees;
 - Late September: First business meeting of the annual cycle;
 - November/December: Continuation of September agenda, but with decisions on a rough agenda for the year, other groups to be involved for input, and Board education needs;
 - February: Mid-cycle reporting adjustments as needed;
 - April: An examination of Ends Policies, strategic planning and/or financial long range considerations;
 - June: Resource allocation and programmatic priorities considerations.

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