**NICVA GOVERNANCE CALENDAR 2020**

|  |  |  |  |  |  |
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|  | **Board of trustees’**  **Meetings** | **Key activity in addition to standing agenda items** | **Resources**  **committee meetings** | **Governance Activity**  **(outside of trustee meetings)** | **Responsible person** |
| **January** | 22 Jan | Draft Budget presented |  | Induction new trustees  31 Jan - Charity Commission deadline - AMR | Chair, SMT  Company secretary |
| **February** |  | 9mth Mgmt Accounts | 26 Feb | Governance sub-group report  Governance health check | Governance subgroup  Comp. Sec |
| **March** | 4 Mar | Annual budget agreed  Governance subgroup report |  | 31 Mar - Financial year end  Agree date with Auditor | Finance Manager |
| **April** | 29 April |  |  | Plan content for TAR | Company secretary |
| **May** |  | Full year Mgmt accounts and operational report presented to resources committee | 20 May |  |  |
| **June** | 17 Jun | * Mgmt accounts and report presented to the board * Identify board members to retire |  | Auditors in | Finance Manager |
| **July** |  |  |  |  |  |
| **August** | 26 Aug | Trustees agree date for AGM |  | 3 August - Companies House deadline Confirmation statement  Set Nomination and election timetable | Company secretary |
|  | 19 Aug |
| **September** |  |  |  | Communicate AGM date, send out:   * Nomination forms * Call for resolutions * Ballot forms sent out   Meet with Auditor | Company secretary  CEO, FM, CS |
| **October** | 14 Oct | Trustees sign off accounts and TAR |  | * Send out formal notice of AGM to members and auditor/examiner * Deadline for nominations and resolutions * Review governance manual | Company secretary |
| **November** |  |  | 18 Nov | Deadline for completed ballot papers  Election count  Trustees sign declaration | Company secretary |
| **December** | 2 Dec |  |  | AGM – update Articles of Assoc.  Sign up new trustees at:   * Companies House * Charity Commission   31 Dec - Companies House deadline for Annual accounts | Company secretary  Auditor |