Dispute Resolution Center Board of Directors

Governance, Education & Compliance - Essential Functions Calendar

	January	February	March	April	May	June	July	August	September	October	November	December
Executive Committee: Governance & Compliance	,	,		'	,		,	J	'			
Federal												
IRS 990												
IRS Employment Liabilities												
SAM Renewal												
State												
Business License												
Secretary of State Corp Filing												
Secretary of State Charitable Org												
L&I Payroll Liabilities												
Employment Security Payroll Liabilities												
Excise Tax												
OSPI Clock Hour Pre-Approval												
OSPI Clock Hour Report												
County												
Property Tax to Assessor												
Personal Property Listing (no payment)												
City												
Business License (endorsement on state)												
Other												
Resolution Washington Annual Dues Payment												
Directors & Officers Insurance Renewed												
Chair, ED & Individual Board Member Annual Check-ins												
Elect Officers (annual meeting)												
Draft Annual Budget (retreat)												
Adopt Annual Budget												
Executive Director Annual Review												
Board Member Affiliation Survey Updated												
Conflict of Interest & Confidentiality Docs Signed												
Strategic Planning Committee: Enacting the Vision												
Review Quarterly Operations Report												
Revisit & Build Out Strategic Plan (retreat)												
Board Development Committee: Self-Compliance												
Annual Board Self-Assessment												
Board Orientation for New Members												
Volunteer Appreciation Event												
Board Meeting Education Topics Covered												
Programs Report: Mediation & Conciliation												
Programs Report: Training & Youth Services												
Programs Report: Volunteer Management												
Programs Report: Multi-Cultural Services												
Role of Board & Connection to Cause (Chair)												
Donor Centered Stewardship (CE Mgr)												
Investment Strategy & Update (KJWM)											via Finance C.	
Statewide Association Update & Advocacy (ED)												

Community Engagement Committee: Visibility & Viability							
Support Annual Fundraiser							
Ensure Board Involvement in Quarterly Focus Areas							
Policies Committee: Review Policies							
Accounting							
Investment							
Legacy Fund							
Personnel							
Anti-Harassment							
Whistleblower							
Gift Acceptance Policy							
Bylaws							
Conflict of Interest							
Board & Officer Job Desc.							
Scope of Services							
Records Retention							
Finance Committee: Stewarding the Resources							
Quarterly Internal Review		·					
Change Signatories at Bank							

12/21/2023