



DRAFT EXECUTIVE BOARD Meeting Dates 2016/17

Updated 8 March 2017

The following document contains some of the AIS Executive Board and related meetings for 2016/17. It provides an example of the time commitment expected of Board members as well as the time lines.

* Please note the Auditing Committee has an open invitation to all EB Meetings and sends at least one AC Member. There are a few additional EB Sessions to which AC is invited and AC attends the General Assemblies.

Key:

- ALL EB members *must* attend
- Governance Committee *must* attend
- EB Chair/Director Meetings
- Finance Committee *must* attend
- Optional attendance but recommended
- Policy Committee *must* attend
- ALL EB members *involved*

Month	Date	Meeting Type	Info
July 2016			
		■ EB Preparation - Virtual Esp. new EB Members and EB SLT	Webinars / Manuals: 2 NAIS Int. Trustee Handbooks & Gov. in Int. Schools; Bylaws, Policy Manuals & Procedures
Aug 2016	Date	Meeting Type	Info
	12-26 August	■ Prep. for Fall Board Retreat	Read EB Retreat Packet
	26 August	■ Board Pre-Retreat Dinner	With Facilitator: 18.00-20:30
	27-28 August	■ Fall Board Retreat: Facilitated	Hotel Kaiser Franz Josef: 8.30-17:00
	29 August	■ GovCom	8.30-10.00
Sep 2016	Date	Meeting Type	Info
	3 September	■ All School BBQ	AIS Sports Hall & Playground: 11.00-14.00
	12 September	■ GovCom	8.30-10.00
	13 September	■ FICO	8.00-11.00
	20 September	■ Board meeting 1	Executive & Open General Session: 18.30-22.00
	26 September	■ GovCom	8.30-10.00
	27 September	■ Budget Q&A for EGA (FICO / BM/V-Chair/Secretary)	Present draft revised budget to parents - Faculty Lounge: 19.00-20.30
	28 September	■ Director Coffee w/SV Group	Important parent matter: 8.30-10.00
	30 September	Revised budget finalized	Due 4 Oct. - E-agreement by Board
Oct 2016	Date	Meeting Type	Info
	04 October	■ FICO	8.00-9.30
	04 October	Revised budget vote opens	e-vote closes 12.00 paper vote closes at 18.30 on 18 th Oct
	06 October	■ Chair / Director meeting	8.00-9.30
	12 October	■ Director Coffee on Facilities	Strat. Plan & Campus Tour: 8.30-10.30
	18 October	■ EGA and Board meeting 2, cont. 7 Nov. / e-voting ends at 12.00	Executive & Open General Session: ES Ext. Project Discussions: 18.30-23.30
	20 October	■ UN Day - support community	represent Board or Country: 8.30-14.00
	21 October	■ GovCom	8.30-10.00

Nov 2016	Date	Meeting Type	Info
	07 November	■ Cont. EB Exec. meeting 2	ES Ext. Project Proposal : 8.30-12.30
	14 November	■ GovCom + ■ Pol Chair	Joint Gap Analysis : 8.00-10.30
	18 November	■ Chair / Director meeting	8.00-9.30
	21 November	■ GovCom	Nominate NomCom Members:8.30-10.30
	22 November	■ FICO	8.00-9.30
	29 November	■ Board meeting 3	Executive & Open General Session: 18.30-22.00
	30 November	■ Director Coffee	Principal Hire Parent Input: 8.30-10.30
Dec 2016	Date	Meeting Type	Info
	14 December	■ ES Ext. meet w/ Hr. Stumpf	Villa Conference Room: 8.30-10.30
	12 December	■ GovCom	8.30-10.30
	13 December	■ FICO	8.00-9.30
	14 December	■ Chair / Director meeting	8.00-9.30
		■ PolCom	
Jan 2017	Date	Meeting Type	Info
	January 10	■ FICO	8.00-9.30
	23 January	■ GovCom	8.30-10.30
	24 January	■ EB / AC Legal Workshop	1 st District –Legal Office: 18.00-19.30 + Dinner: 19.45-21.30
	25 January	■ Board Meeting 4 : Budget Workshop	Executive & Open General Session: 18.30-22.00
	30 January	■ Budget & ES Ext. Q & A #1	Secondary Library: 19.00-21.00
	31 January	■ FICO	8.00-9.30
Feb 2017	Date	Meeting Type	Info
	01 February	■ Chair/Director meeting	8.00-9.30
	02 February	■ Director Coffee	Teacher Hiring & Dev.: 8.30-10.30
	03 February	■ GovCom	8.30-10.30
	07 February	EB GA Packet due	
	10 February	■ Budget & ES Ext. Q & A #2	Secondary Library: 19.00-21.00
	13 February	■ Board meeting 5 : Approve Winter GA Packet - Budget	Executive & Open General Session: 18.30-22.00
	14 February	Board GA Packet released e-voting opens at 12.00	e-vote closes 12.00 paper vote closes at 18.30 on 28 th Feb
	16 February	■ GovCom	8.30-10.30
	28 February	■ FICO	8.00-9.30
	28 February	■ Winter General Assembly	2017-2018 Budget Vote - e-vote closes 12.00 paper vote closes 18.30: 18.30-22.00
March 2017	Date	Meeting Type	Info
	02 March	■ Board Gov. & EB Self-Eval.	Facilitated Training: 15.30-10.30
	03 March	■ Chair/Gov Chair/Pol Chair	Facilitated Pol. Review: 8.00-12.30
	14 March	■ Board meeting 6	Executive & Open General Session: 18.30-22.00
	16 March	■ Governance Coach Webinar	New EB Members Register online: 16.00-17.00
	20 March	■ GovCom	8.30-10.30
	28 March	■ FICO	8.00-9.30
	31 March	■ Chair/Director meeting	8.00-9.30
	March (TBD)	Chair/VC/Treas. w/ Director	Director Evaluation: (TBD)
	27-31 March	KSN + Jim Ellis	Preliminary KSN Candidate video interviews

April 2017	Date	Meeting Type	Info
KSN Candidate Interviews can begin	04 April	Spring GA Packet incl. Slate of Nominees sent to EB	KSN Candidate video interviews can begin
	11 April	■ Board meeting 7: Approve: Spring GA Packet +NomCom Slate of Candidates +Dir. Eval.	Executive & Open General Session: 18.30-22.00 Brief Candidate intros : 18:30 - 18:45
	13 April	■ GovCom	8.30-10.00
	25 April	Spring GA Packet & Ballot sent to all Assoc. Members + E-voting opens at 12.00	*Include summary of EB Dir. Evaluation e-vote closes 12.00 paper vote closes at 18.30 on 16 th May
May 2017	Date	Meeting Type	Info
	02 May	■ FICO	8.00-9.30
	03 May	■ Meet Candidates - Wine & Cheese - Q&A Panel Discussion	Open Association / EB / AC Event Secondary Library: 19.00-21.00
	05 May	■ Spring Board Retreat + Dinner (18 th distr. Emb. Residence)	Board Self-Eval. + Goal-Setting 2017-2018 + SLT visit @end: 10.00-17.30 (Dinner 18.00-19.30)
	06 May	■ IFF – Int. Food Festival All hands on deck - Board visibility	All school – Sports Hall – Volunteer @ your country or PTF / EB stands: 18.00-21.00
	16 May	■ Spring General Assembly: EB / AC ELECTIONS + Confidentiality Agreements signed, Approve Dir. Evaluation + Bylaws/Policy Revision	e-vote closes 12.00 paper vote closes 18.30: NomCom access to e-certified results prior to GA, paper ballot tally on-site: 18.30-20.00 ■ New/OLD EB meeting: 20.00-22:30
	18 May	■ Onboarding materials due: for new EB/AC Members: all Com & TF Chairs submit to GovCom	Onboarding materials, files & access to be finalized & approved at 22 May GovCom meeting + Conf. Agreements signed
	22 May	■ GovCom	8.30-10.30
	23 May	■ General Onboarding starts: new EB/AC Candidates incl. Webinars & Facilitator Sessions	Following 16 May elections, onboarding can begin - 23 May onward set Facilitator session(s) & new EB / AC Onboarding
	26 May	■ Chair/Director meeting	8.00-9.30
	30 May	■ FICO	8.00-9.30
	30 May	■ Official EB / AC Onboarding session for new EB / AC Members 18 th district Embassy Residence	EB & AC sessions partly conducted jointly & part in parallel - all Committee Chairs & NomCom members present: 15.30-18.00 Followed by RSVP Dinner: 18.30-20.30
June 2017	Date	Meeting Type	Info
	06 June	■ Board meeting 8: Old / New Board Reorganization; Celebrate progress, thank leaving members, swear in new members; PPT & discussion of package →	Executive & Open General Session: (incl. Adele & local facilitator) 18.00-19.00 EB Facilitated Training & Goal setting, Com. agreement on their Goals for 2017-18 + Com Chairs Summer Tasks: 19.00-22.30
	12 June	■ Gov +PolCom +Old/New EB	8.30-10.30
	TBD June	■ FICO + Old/New EB	TBD
	TBD June	■ Chair / Director meeting	TBD
	14 June	Last School Day = ½ Day!	

General & Executive Sessions

Starting Time: 19.00

Secondary Library

General Assemblies

Starting Time: 19.00*

AIS Theater

*actual start time 19.15

■ **Other Recommended:** Dividing up & ensuring some of Board presence at activities & events such as: Accreditation meetings, Strat. Planning & other exercises, PTF monthly meetings & Welcoming for new parents & hires, UN Day, Director Coffees, Principal Coffees, Hiring events, Community Events, Educational Events, Q&As, etc.