

OUTLIERS BOARD EXCELLENCE CENTRE™

Board Calendar

Annual board and committee meeting calendar

Board / Company Secretary · Flagship Edition 2026

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1. Purpose

This calendar sets out the schedule of board and committee meetings and key governance events across the year. Dates are editable placeholders.

2. Annual Meeting Schedule (example)

Quarter	Board	Audit Cttee	Risk Cttee	Nom Cttee	Rem Cttee	Key events
Q1	[date]	[date]	[date]	[date]	[date]	Budget approval; evaluation
Q2	[date]	[date]	[date]	—	[date]	Annual report; AGM
Q3	[date]	[date]	[date]	[date]	—	Strategy session
Q4	[date]	[date]	[date]	[date]	[date]	Plan & budget; succession review

3. Recurring Agenda Themes

- Strategy and performance
- Risk, controls and assurance
- Financial reporting and oversight
- People, succession and remuneration
- Governance, evaluation and stakeholders

Notes & Disclaimer

This resource is a professional board-effectiveness template, not legal, governance or investment advice. It is anchored to the Nigerian Code of Corporate Governance (NCCG 2018), FRCN, SEC Nigeria, CBN, NAICOM, CAMA, the OECD Principles of Corporate Governance, the IFC Corporate Governance Methodology, King IV, ISO 37000, the IoD Global Governance Principles and WEF board-governance publications — referenced by name only, with no copyrighted content reproduced and no legal provisions, regulatory requirements, statistics or case studies fabricated. Calibrate roles, criteria, thresholds and practices to your board and confirm requirements against the current instruments. Bracketed fields [like this] and sample entries are editable, illustrative placeholders.