# DMO and Tourism Board Annual Calendar Template

**Template — not legal or financial advice.** Replace the bracketed months with your fiscal year and the deadlines in your statute, ordinance, district plan, and funding agreement. If open-meeting laws apply to you, add notice deadlines for every meeting.

**Organization:** _____ **Fiscal year:** _____ **Funders / districts:** _____

## Standing items at every meeting

- Conflict disclosures for items on the agenda; recusals recorded
- Financial report: spending by permitted-use category vs. budget
- Marketing and sales results against the measures the board chose
- Public notice and minutes posted where required (date: ____)

## Calendar

| Month | Board item | Owner | Statutory or contract deadline |
|---|---|---|---|
| [Month 1] | Adopt annual meeting schedule; confirm open-meeting notice process | Chair / secretary | |
| [Month 1] | Annual conflict-of-interest disclosures collected | Secretary | |
| [Month 2] | Prior-year results report to funders (city, county, district) | Executive director | |
| [Month 3] | Audit or financial review engagement; audit committee meets auditors | Treasurer | |
| [Month 4] | Strategic plan check-in; research and visitor data review | Executive director | |
| [Month 5] | Audit received and accepted; Form 990 review if a nonprofit | Treasurer | |
| [Month 6] | Executive director goals mid-year check | Chair | |
| [Month 7] | Draft marketing plan and budget presented | Executive director | |
| [Month 8] | District annual report or funding-agreement plan drafted (if applicable) | Executive director | |
| [Month 9] | Adopt budget and marketing plan; submit to funders as required | Board | |
| [Month 10] | Board nominations and seat appointments (including appointed or | Governance committee | |

| | | | |
|---|---|---|---|
| | ex-officio seats) | | |
| [Month 11] | Executive director annual evaluation and compensation | Chair / executive committee | |
| [Month 12] | Elect officers; board self-evaluation; policy reviews (COI, records, whistleblower) | Board | |

## Multi-year items

| Item | Next date | Notes |
|---|---|---|
| Funding agreement renewal with [city / county] | | |
| Tourism or business improvement district renewal (if applicable) | | |
| Strategic plan refresh | | |
| Accreditation renewal (if pursued) | | |

## Checklist

☐ Every deadline above traced to a specific statute, ordinance, plan, or contract clause

☐ Counsel's written view on open-meeting and public-records duties is on file

☐ Each funder report has an owner and a draft date two meetings ahead

Related: Governing a destination organization (https://preparedboard.com/guides/dmo-tourism-board-governance) · Board governance calendar (https://preparedboard.com/guides/board-governance-calendar).