**Annual Event and Milestone Calendar**

In your succession planning, use this template to list all of your neighborhood association’s annual milestones and events to see at-a-glance what your board’s focus will be during a time of transition.

Great items to note: Signature Events, Awards Ceremonies, Contract Renewals, Web Domain Renewal, Report Due Dates, Board Elections, Board Retreat or Annual Meeting, Board Meetings, Funding/Grant Deadlines, Government/Tax Filing Deadlines, and Important Anniversaries (for ex. 50th anniversary of your neighborhood).

|  |  |
| --- | --- |
| **Month** | **Events, Milestones, & Tasks** |
| January |  |
| February |  |
| March |  |
| April |  |
| May |  |
| June |  |
| July |  |
| August |  |
| September |  |
| October |  |
| November |  |
| December |  |