

KBOO Radio Policy		<b>Rotation Calendar</b>
Revision Date: 032605	Prepared by: DMK	POLICY # 62

## Rotation Calendar

1. Board Orientation immediately (or ASAP) after elections.
2. Staff yearly report presented to board by station manager.
3. Board sets goals at retreat.
4. Staff sets individual work plans identifying tasks to fulfill goals.
5. Manager presents the individual plans and tasks to board (tasks are work items; plans put on a timeline).
6. Board reviews plans and approves.
7. Staff reports progress during the year: before mid-year budget review and before board's final budget decision.
8. Budget set for next year.
9. Start again from top of rotation.

Adopted by the Board of Directors (March 26, 2005)

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Initials                      Date

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