

EXPRESS KENYA PLC.

BOARD ANNUAL WORKPLAN

The board's annual work plan

The annual plan ensures that the board covers all the necessary areas of its work during the year.

The agenda will also note for the board's information other key dates such as national championships, annual awards dinner etc.

The plan should include;

- The AGM and any board time needed for preparation
- Key dates in the Company's performance appraisal cycle
- Strategy review sessions
- Board succession information; retirement dates, recruitment cycle etc.
- Any key stakeholder engagement dates
- Committee meeting and reporting back dates
- Annual report sign off date
- Ongoing policy review dates
- Board review and development dates

The template is indicative only. Each board needs to decide what should be included.

January	February	March
- Closing accounting records for previous year.	- Commencement of Audit of Financial year - Review of Q4 performance. - Reporting on performance/Profit warning -Board evaluation exercise	- Report on Board evaluation exercise. - Nomination of directors
April	May	June
- Approval of Audited Financial statements & setting date for AGM	- Review of Q1 performance. - Review preparation for AGM.	- Holding of AGM & appointment of Directors.
July	August	September
	- Review of Q2 & mid-year performance. - Publish interim Financial Statements	
October	November	December
	- Review of Q3 performance. - Approval of Company Budget.	

Approved on: 15TH MARCH 2024.



Board Chairman

