

# Board Meeting Agenda



**Location:** [Insert Location or Virtual Meeting Link]

**Chairperson:** [Insert Chairperson's Name]

**Secretary:** [Insert Secretary's Name]

This classic board meeting agenda is a tried and tested way for boards and committees to align, share reports and discuss old and new business before setting action items and adjourning. You'll find each agenda item attached to a block so you can easily overview and adjust the agenda if you need.

Depending on the maturity of your board, you may make this session longer or shorter than is designated here. Adjust the timing of each block to effectively time-box each agenda item and make your session flow.

You may also find your own board meeting has additional items, such as a space to reiterate mission and vision statements, discuss chair nominations or other items. Simply add new blocks or drag and drop existing ones to make this session work for your needs.

We've set each agenda item to have a task checklist attached so when running the meeting, you can simply check the item off so you know it's done!

■ Opening / closing ■ Discussion ■ Reports ■ Business items

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
09:00 5m	<b>Opening Remarks and Call to Order</b>	<input type="checkbox"/> Welcome and greetings <input type="checkbox"/> Roll call and establishment of Quorum	<ul style="list-style-type: none"> <li>This is where you can welcome board members and set the tone for the meeting. The call to order signifies the official start of the proceedings.</li> </ul>
09:05 5m	<b>Approval of Previous Minutes</b>	<input type="checkbox"/> Review and approval of minutes from the last meeting	<ul style="list-style-type: none"> <li>Encourage board members to review the minutes from the last meeting in advance. This allows for a smoother approval process during the meeting. Ensure that minutes are accurate and comprehensive.</li> </ul>
09:10 5m	<b>Changes to the Agenda</b>	<input type="checkbox"/> Review and discuss any requested changes to the agenda	<ul style="list-style-type: none"> <li>Make this step easier by distributing your agenda in advance.</li> </ul>
<b>Reports</b>			
09:15 15m	<b>CEO Report</b>	<input type="checkbox"/> The executive committee or CEO gives a report	<ul style="list-style-type: none"> <li>Sharing slides or documents? Attach your materials to the relevant block to make it easy to find and present items during the meeting.</li> </ul>
09:30 10m	<b>Financial Report</b>	<input type="checkbox"/> The treasurer gives a financial report to the board	<ul style="list-style-type: none"> <li>The financial report is a critical component. Present financial data clearly, highlighting key figures and trends. Encourage questions and discussions on budgetary matters.</li> </ul>
09:40 10m	<b>Committee Reports</b>	<input type="checkbox"/> Committee chairs to give a brief report	<ul style="list-style-type: none"> <li>Request concise summaries from committee chairs. This ensures that reports are to the point and save time for in-depth discussions.</li> </ul>
<b>Business items</b>			
09:50 20m	<b>Old Business</b>	<input type="checkbox"/> Discussion of unresolved matters from previous meetings	<ul style="list-style-type: none"> <li>Focus on high-priority unresolved matters from previous meetings. Allocate sufficient time for these topics, and encourage members to propose solutions.</li> </ul>
10:10 20m	<b>New Business</b>	<input type="checkbox"/> Presentation and discussion of new proposals or agenda items	<ul style="list-style-type: none"> <li>Add clear descriptions of any new proposals or agenda items to your meeting minutes.</li> <li>Encourage presenters to provide background information to expedite discussions and help shape any new projects or initiatives.</li> </ul>
10:30 5m	<b>Action Items</b>	<input type="checkbox"/> Review of tasks and actions board members need to complete before the next meeting	
10:35 10m	<b>Announcements</b>	<input type="checkbox"/> Chair (and others) to make any special announcements	
10:45 10m	<b>Open Floor</b>	<input type="checkbox"/> Open space for any other business or comments from board members	<ul style="list-style-type: none"> <li>Allocate time for members to voice their comments or questions. Encourage open and respectful dialogue. This section can lead to valuable insights and suggestions.</li> </ul>
10:55 5m	<b>Adjournment</b>	<input type="checkbox"/> Conclude the meeting	<ul style="list-style-type: none"> <li>Conclude the meeting with a brief recap of key points and set the date and time for the next board meeting.</li> <li>Try ending on a positive note or by asking board members to share something they're excited for in the coming week.</li> </ul>

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
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11:00

TOTAL LENGTH: 2h 00m

## Board Meeting Agenda - block details

09:00  
5m

### Opening Remarks and Call to Order

- Welcome and greetings
- Roll call and establishment of Quorum

#### ADDITIONAL INFORMATION

- This is where you can welcome board members and set the tone for the meeting. The call to order signifies the official start of the proceedings.

09:05  
5m

### Approval of Previous Minutes

- Review and approval of minutes from the last meeting

#### ADDITIONAL INFORMATION

- Encourage board members to review the minutes from the last meeting in advance. This allows for a smoother approval process during the meeting. Ensure that minutes are accurate and comprehensive.

09:10  
5m

### Changes to the Agenda

- Review and discuss any requested changes to the agenda

#### ADDITIONAL INFORMATION

- Make this step easier by distributing your agenda in advance.

## Reports

09:15  
15m

### CEO Report

- The executive committee or CEO gives a report

#### ADDITIONAL INFORMATION

- Sharing slides or documents? Attach your materials to the relevant block to make it easy to find and present items during the meeting.

09:30  
10m

### Financial Report

- The treasurer gives a financial report to the board

#### ADDITIONAL INFORMATION

- The financial report is a critical component. Present financial data clearly, highlighting key figures and trends. Encourage questions and discussions on budgetary matters.

09:40  
10m

### Committee Reports

- Committee chairs to give a brief report

## ADDITIONAL INFORMATION

- Request concise summaries from committee chairs. This ensures that reports are to the point and save time for in-depth discussions.

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### Business items

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09:50  
20m

#### Old Business

- Discussion of unresolved matters from previous meetings

## ADDITIONAL INFORMATION

- Focus on high-priority unresolved matters from previous meetings. Allocate sufficient time for these topics, and encourage members to propose solutions.

10:10  
20m

#### New Business

- Presentation and discussion of new proposals or agenda items

## ADDITIONAL INFORMATION

- Add clear descriptions of any new proposals or agenda items to your meeting minutes.
- Encourage presenters to provide background information to expedite discussions and help shape any new projects or initiatives.

10:30  
5m

#### Action Items

- Review of tasks and actions board members need to complete before the next meeting

10:35  
10m

#### Announcements

- Chair (and others) to make any special announcements

## ADDITIONAL INFORMATION

10:45  
10m

#### Open Floor

- Open space for any other business or comments from board members

## ADDITIONAL INFORMATION

- Allocate time for members to voice their comments or questions. Encourage open and respectful dialogue. This section can lead to valuable insights and suggestions.

10:55  
5m

#### Adjournment

- Conclude the meeting

## ADDITIONAL INFORMATION

- Conclude the meeting with a brief recap of key points and set the date and time for the next board meeting.
  - Try ending on a positive note or by asking board members to share something they're excited for in the coming week.
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