

# Sample Board Meeting Agenda

- Organization:** \_\_\_\_\_
- Date:** circulate the agenda at least 1-2 weeks prior to the meeting
- Time:** indicate projected end time as well as the start time
- Location:** indicate whether members can attend by conference call and either the teleconference # and codes or whom to make arrangements with if this option is being offered
- Type of meeting:** Regular board meeting                      Special meeting of the board  
Annual meeting of the members                      Other \_\_\_\_\_
- Vision & Mission:** keep your Vision & Mission visible and “top of mind” by recording these key statements on board agendas. Also, agenda items might be raised for each Strategic Priority so the focus of the organization doesn’t get lost in an ad hoc or “what’s urgent?” approach to agenda preparation.
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	<b>Time</b> (Minutes)
<b>1. Welcome</b>	2
<b>2. Check-In and/or Reflection</b> – Check-in activities allow for intentionally building relationships between board members by encouraging them to share what is going on in their worlds beyond the board table. Reflection is for focussing on the vision and mission by sharing success stories of how people were impacted by the organization as a means of re-charging passion for the purpose (this task may be assigned on a rotating basis).	15
<b>3. Approval of Agenda</b> – The draft agenda should be prepared by the chair, in consultation with the senior staff person. The chair has the final say in which items are put on the draft agenda. Then, the board as a whole determines whether to approve the draft agenda as circulated in the pre-meeting package.	2
<b>4. Declaration of Potential Conflicts</b> – Individual board members indicate whether they will be excusing themselves from the discussion of particular agenda items due to a possible or perceived conflict of interest. The declaration of potential conflicts is a fiduciary duty of all board members.	2
<b>5. Consent Agenda</b> – Use one or two motions to deal expediently with routine, non-controversial items.	5

- For approval:*
- minutes of previous meeting(s)
  - straight-forward committee recommendations
- To receive:*
- interim financial statements
  - the results of any board inspections
  - committee reports
  - information only items

- 6. Business Arising from the Minutes** – List items from the last meeting that still require a board discussion or decision. 10
- 7. Discussion and Decision Items** – List in order of importance. By organizing the agenda in this way, board members focus on the more critical issues when they are fresh. There should likely be only two to five items so they can be dealt with in adequate depth. Include background information on all these items in the pre-meeting package. 45
- 8. Reports** – Time should be allocated for discussion about reports that are expected to prompt strategic or risk management discussions. For example: the CEO’s Strategic Priority status reports or interim financial statements that display unexpected and significant negative variances. We caution that report authors should not present an oral report but simply be prepared to answer questions from others directors to clarify the report contents. 35
- 9. Other Business** – Items that are appropriately considered in this category are: 10
  - a) expressions of appreciation or congratulations to board or staff members
  - b) request for an in-camera meeting
  - c) environmental scan information – news or articles that may suggest a change in the risk affecting the organization
- 10. Adjourn** 1

**Note:** Many organizations regularly have two agenda items that are not included in this agenda planner: *Business Arising from the Minutes*, and *New Business*.

Regarding **Business Arising from the Minutes**, we recommend that matters that have been dealt with be reported in the pre-meeting package and matters that need further board attention be listed as board discussion or decision items.

Regarding **New Business**, all important new business items should have been brought to the attention of the chair in advance of the meeting and relevant background information should have been distributed in the pre-meeting package. In this way, board members can prepare to effectively deal with the item.