

Board Meeting Agenda Template

Note: the goal of a board meeting is to move the organization forward while building a successful team. Agendas can vary given the scope of the work for the board and the dynamics of the current organization. The length of a board meeting has many variables including how often the board meets in a calendar year, the size of the board, the complexity of the issues etc. This agenda is only meant to guide a conversation about what components to consider when drafting an agenda.

Board Meeting Agenda (*Insert Name*)

(Insert Date) (Insert Time)

(Insert Location i.e. name of building, name of organizational space etc.) (insert city, state)

Meeting Goals/Outcomes

(This is the place to note the definition of success for each major discussion or focus point)

1. (Example: Approve the fiscal budget. Determine next steps on....)
- 2.
- 3.

Note here if a meal is provided as part of the meeting format

AGENDA

Item Number	Topic	Discussion Leader	Approximate Time
I	Welcome/Call to Order	Insert Name	1 min
II	Introductions/Mission moment- <i>(a conversation or activity to connect the board to the mission)</i>		5 min
III	Approval of Minutes (Action Item)		1 min
IV	Questions on Reports <i>(This is not an opportunity for reading the written reports, but only to answer questions about the reports from the board.)</i>	<i>List the committee chairs and/or ED who could be available for questions</i>	5 min
V	Key Topic: <i>(Topics are decided in advance and are generally based on making a decision, having a key discussion that moves a topic forward, or receiving education on a mission issue or governance concern.)</i>		20 min
VI	Key Topic: Typically in an hour meeting there will only be time for 2-3 key topics		20 min
VII	Closing Remarks <i>(Including a recap of assignments/next steps)</i>		5 min
VIII	Executive Session <i>(opportunity for team building, communication)</i>		5 min
IX	Adjourn		
	Next Meeting Date:		