Meeting Agenda Template

LEADERSHIP VICTORIA

Board Meetings

Planning an effective Board meeting must be a high priority for all not-for-profit organisations. Every Board meeting provides an opportunity to achieve organisational outcomes.

Each organisation needs to establish clear rules for running a Board meeting and all existing and new Board members as well as any guests should be up-to-date and understand these rules. Basic rules should include:

- Set and circulate agenda in advance
- Identify an outcome for each agenda item, for example, decision required, discussion, information only, etc.
- Run the meeting effectively, this should include rules of conduct during the meeting ensuring respect for other Board members and a resolution plan should a conflict arise.
- Record and distribute minutes to all members and interested parties.

Board Orientation Series

Board Meeting Agenda

Sample Organisation

Time	Activity	Action Required
9:00am	Call to order Welcome Statement Introductions	
9:15am	Roll call Apologies	Establish a quorum
9:30am	Matters outstanding from previous meeting	Update outstanding matters approval as necessary
10:15am	Minutes of previous meeting	Approval
10:30am	CEO report	Discussion
11:00am	Financial report	Approval of budget
11:30am	Any other business	Discussion
12:00pm	Meeting close	

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Board Meeting Agenda

<Name of Organisation>

Time	Activity	Action Required
	Call to order Welcome Statement Introductions	
	Roll call Apologies	Establish a quorum
	Matters outstanding from previous meeting	Update outstanding matters approval as necessary
	Minutes of previous meeting	Approval
12:00pm	Meeting close	