**SAMPLE Board of Directors Meeting Agenda Template\***

Date: XX Time: XX

Location: XX Dial-in Number: xxx-xxx-xxxx

**Meeting Objectives (example):**

At the end of this meeting the board will have:

* Taken action on the governance action items included noted below.
* Strengthened its understanding of our financial health
* Clarity about the newly adopted development plan and each member will understand her/his role in the plan’s implementation.
* Identified recruitment priorities and next steps for board recruitment
* Identified a point person to lead the annual board assessment process.

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| --- | --- | --- | --- |
| **Time** | **Topics & Discussion Framing\*\*** | **Anticipated**  **Action** | **Discussion Lead** |
| **5 mins** | **Welcome & Agenda Review** |  | Chair |
|  |  |  |  |
| **1 hour** | **Hot Topic Discussion Item:**   * Frame discussion items/set context * Provide key questions for board to focus/prepare in advance * Strategic discussion? * Generative discussion? * Documents to review prior to meeting? | * Items for approval? * Individual or committee assignment/action? | TBD |
|  |  |  |  |
| **45 mins** | **Committee Discussion Items (as needed):**   * Frame discussion items/set context * Provide key questions for board to focus/prepare in advance * Generative discussion? * Documents to review prior to meeting? | * Items for approval? * Individual or committee assignment/action? |  |
|  |  |  |  |
| **15-20 mins** | **Governance Items:**   * Consent agenda (minutes, other routine business) * Frame discussion items/set context * Board recruitment? * Board and executive assessment? * Provide key questions for board to focus/prepare in advance | * Items for formal vote? * Individual or committee assignment/action? | TBD |
|  |  |  |  |
| **10 minutes** | **Adjourn**   * Affirm action items/follow-up * Confirm next meeting date/time * Alert board to upcoming calendar items |  | Chair |

*\* Agendas to be customized per organizational work plan and as needed to reflect organizational needs.*

*\*\* Discussion Items: Committee reports should not be read in the meeting. Information should be included in the board packet and reviewed in advance. Discussion leads are to ensure that these items include guiding questions, framing context, reference materials if needed, and any action required by the board.*