**Board meeting agenda for [insert company name]**

**Use this agenda template to prepare for a board meeting. Use the ‘Key points and actions’ section to keep meeting minutes.**

Adapt the table on the next page depending on your needs.

* Add rows in the relevant sections for the topics you need to cover.
* Change the introductory and summary sections depending on the structure you prefer for your meeting.
* Delete any sections you don’t need.

**Tips for running successful board meetings**

* Phrase agenda items as questions to help board members understand the purpose of each item — eg, write ‘Should we change our accountancy software?’ instead of ‘Software’
* Place the most important agenda items first, so the board will cover them at the start of the meeting (when they have the most energy)
* Allow plenty of time for complicated agenda items
* Make sure board members have the agenda and any papers well ahead of the meeting
* Ask board members to read any papers before they arrive at the meeting, not in the meeting
* In the meeting, keep as closely as you can to the time limits you’ve set for each agenda item, so you can cover everything
* Make sure everyone gets to have their say — the chair should aim to speak for no more than 10% of the meeting
* Make sure you record key points, write clear actions, and identify who’s responsible for what

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| **Basic meeting details** |
| **Date:** **Start time:** **End time:** **Break time:** **Location:**  |
| **People present** |
| **People not present** |
| **What we want to achieve in this meeting**By the end of this meeting we will have:* [decided on…]
* [discussed…]
* [noted…]
* […]
 |
| **Task or item** | **Who’s leading** | **Time****(mins)** | **Key points and actions** |
| **Introductory items** |
| Welcome everyone and review the agenda  | Chair | 5 mins |  |
| Follow up from the previous meeting (eg, approve minutes, discuss action items) | Chair | 15 mins |  |
| Declare any conflicts of interest | Chair | 2 mins |  |
| **Hot topic item**(The one issue that needs the most time and attention) |
|  |  |  |  |
| **Regular reports** (For example, reports from the CEO or managers, and reports on finances) |
|  |  |  |  |
| **Things to approve or decide on**(Items that the board needs to approve or decide on before the end of the meeting) |
|  |  |  |  |
| **Things to discuss**(Items that the board needs to discuss, but that don’t need decisions) |
|  |  |  |  |
| **Things to note** (Items that the board needs to know about but that don’t need approval, discussion or decisions) |
|  |  |  |  |
| **Meeting summary** |
| Who needs to do what before meeting next | Chair | 5 mins |  |
| Announcements or reminders | Chair | 5 mins |  |
| Next meeting date, time, and location | Chair | 1 min |  |

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| **Notes** |
| Use this section for any important notes or action points that fall outside the main topics of your meeting.  |
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