**Board meeting agenda template**

*How to use this template:*

* *Replace all bracketed text [Example] with your information*
* *Customize agenda items to include routine items for your organization*
  + *Modify the “Leadership reports” section to align to your organization*
* *Best practices:*
  + *Review past agenda and minutes*
  + *Ask board members for items or issues to be included*
  + *Distribute finalized agenda at least 5-7 days prior to board meeting*

*Delete everything highlighted in yellow before distributing your board agenda.*

**[Organization Name]**

[Address line 1]

[Address line 2]

[Address line 3]

**DATE**: [Date of the meeting]

**TIME**: [HH:MM am/pm]

**MEETING TYPE:** [Regular/Special/Annual/Committee]

**MEETING LOCATION:**

[Location Name]

[Address line 1]

[Address line 2]

[Address line 3]

**AGENDA**:

1. **Call to order**
   1. Welcome
   2. Roll call/attendance
2. **Approval of the agenda**
   1. [Opportunity to allow for updates or changes to the agenda]
3. **Approval of the minutes**
   1. [A vote to approve the prior meetings’ minutes.]
4. **Leadership reports**
   1. Executive Director
   2. Finance Director
   3. Nominating Committee
   4. Governance Committee
   5. Public Relations Committee
5. **Old business**
   1. [Discussion of items that were not resolved at the last meeting, those that need further discussion, and those that require a vote.]
   2. Follow-up from previous meeting
   3. Status of ongoing projects and pending decisions
   4. Updates on contract negotiations
6. **New business**
   1. [Discussion of new items along with the action needed to table them, delay action on them, or refer them to a committee.]
   2. New initiatives or proposals
   3. Upcoming special events
7. **Comments and announcements**
   1. [Opportunity for the board chair to offer congratulations, condolences, and makes other special announcements.]
8. **Action Items**
   1. [Review of items along with the actions needed to table them, delay action on them, or refer them to a committee.]
9. **Next meeting**
   1. Confirm next meeting date and time
10. **Adjournment**
    1. [The board chair announces the formal closing of the meeting and states the time the meeting ended.]