theforakergroup

Standing Beside Alaska's Nonprofits

Board Meeting Agenda Template

Note: The goal of a board meeting is to move the organization forward while building a successful team. Every agenda should 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 for *Insert name of organization*
Insert date and time
Insert location i.e. name of building, name of organizational space etc., city, state

Meeting Goals/Outcomes
This is where you note the definition of success for each major discussion or focus point.
1. *Example: Approve the fiscal budget*
2. *Example: Determine next steps on...*

Action Items
1. *Example: Approve budget*
2. *Example: Approve finance policy*

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

	Topic	Discussion Leader	Approx. time	Connection to strategic or annual plan	Expected outcome
I	Welcome/Call to Order	Insert name	1 minute		
II	Approval of Agenda		1 minute		Motion
III	Introductions/Mission moment *(This is a conversation or activity to connect the board to the mission.)*		5 minutes		Discussion
IV	Approval of minutes		1 minute		Motion
V	Questions on reports *(This is not an opportunity for reading the written reports, but only to answer questions about the reports from the board.)*	*List the committee chairs and/or ED who are available for questions*	5 minutes		
VI	Key topic: *(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.)*		20 minutes	Goal A	
VII	Key topic:		20 minutes	Goal B	
VIII	Closing remarks *(Including a recap of assignments/next steps)*		5 minutes		
IX	Executive session *(opportunity for team building, communication, board self-evaluation)*		5 minutes		
X	Adjourn				Motion
Next Meeting Date: *insert date*					