

Board meeting agenda

Organization: _____

Meeting date: _____

Place or link: _____

Call to order

Time: _____ Chair: _____

Consent agenda

Items the board can approve together unless a director asks to take one out for discussion. Typical items are the prior minutes and routine reports.

1. _____

2. _____

Reports

Officer, staff, or committee reports. List who is reporting.

1. _____

Old business

Items carried over from an earlier meeting.

1. _____

New business

Items coming to the board for the first time.

1. _____

Executive session

Who stays in the room: _____

Subject: _____

If the board votes, record the motion and the result in the minutes. Leave the discussion out unless the board chooses to include it.

Adjournment

Time: _____

Free to copy. No sign-up. <https://www.qwibie.com/templates/board-meeting-agenda>