

[Nonprofit Name]

First Board Meeting Agenda

Date | Location

Call to Order

(10 min)

- ❖ Note: date, time, location
- ❖ Take attendance
- ❖ Welcoming remarks
- ❖ Mission & Vision Statement

Introductions

(15 min)

- ❖ Introduce all of the directors to each other
- ❖ Review officer duties

Approve Agenda

(5 min)

- ❖ Suggest any changes in agenda
- ❖ Vote on agenda

Overall Updates

(30 min)

- ❖ Business update
- ❖ Financial update
- ❖ HR update
- ❖ Other updates

Proposals & Strategies

(30 min)

- ❖ Proposals and goal setting
- ❖ Group discussion
- ❖ Vote on first actions

Announcements

(10 min)

- ❖ Share announcements
- ❖ Suggest items for the next meeting's agenda

Adjournment

(5 min)

- ❖ Final thank you and remarks
- ❖ Set time for next meeting
- ❖ Chair announces meeting's end