

[Nonprofit Name]

Board Meeting Agenda

Date | Location

Call to Order

(10 min)

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

Approve Agenda

(5 min)

- ❖ Suggest any changes in agenda
- ❖ Vote to approve agenda

Approval of Previous Minutes

(5 min)

- ❖ Make any needed changes to the agenda
- ❖ Vote to approve previous minutes

Reports

(30 min)

- ❖ Executive Director
- ❖ Financial Officer
- ❖ Other reports
- ❖ Committee reports

Old Business

(30 min)

- ❖ Review old business
- ❖ Vote on action

New Business

(30 min)

- ❖ Present new business
- ❖ Vote on action

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