

Nonprofit Governance and Management, Third Edition

APPENDIX 18

AGENDA SAMPLES

Practical Advice Note: There are no universal formats for agendas. Following are two possible agenda structures. Agendas that provide guidance as to what is required of the board or how much time is anticipated to be necessary for each item can be helpful to directors.

Sample 1

Agenda
[Insert Name of Organization]
Board of Directors Meeting
[Insert date]
[Insert location of meeting]

1. Call to Order and Introductions
2. Executive Officer's Report For Information/Discussion
3. Financial Report For Information/Discussion
4. Presentation on _____ For Information/Discussion
5. Presentation on _____ and
adoption of resolution to _____ Action Required (approval)
6. Committee Chair Reports For Information (and action if applicable)
7. General Announcements For Information
8. Consent Agenda (for matters requiring little or no discussion) Action Required
 - a. Minutes of [insert date] board meeting (Approval)
 - b. Written committee reports (Acknowledge Receipt)
 - c. Routine or other resolutions not requiring board discussion (Approval)
9. Executive Session

Next Meeting: [insert date and location]

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APPENDIX 18 (CONT'D)

Sample 2

Agenda

[Insert Name of Organization]

Board of Directors Meeting

[Insert date]

[Insert location of meeting]

- | | |
|-------------------------------------|-------------|
| 1. Call to Order and Introductions | 1 minute |
| 2. Minutes of [insert date] meeting | 1-2 minutes |
| 3. Financial Report | 30 minutes |
| 4. Executive Officer's Report | 30 minutes |
| 5. Presentation on _____ | 45 minutes |
| 6. Committee Reports | 10 minutes |
| 7. Old Business, if needed | |
| 8. New Business, if needed | |
| 9. Executive Session | 15 minutes |
| 10. Adjournment | |

Note: The next meeting is to be held on _____, _____, 20__ at _____.