

Nonprofit Governance and Management, Third Edition

APPENDIX 19

SAMPLE EXECUTIVE SESSION AGENDA

Practical Advice Note: Often there is no need for a separate agenda for an executive session of the board. However, if there is more than one important item for discussion, or if a resolution needs to be adopted during the session, it may be useful to create an agenda for distribution during the executive session.

Agenda for Executive Session

[Insert date]

Confidential

Return this document at the end of the meeting.

1. Discussion of Executive Officer Performance (see attached draft performance evaluation)
2. Approval of Executive Officer compensation (see attached resolution)
3. Discussion of possible opportunity to acquire facility
4. Opportunity for directors to express comments or concerns on other matters pertaining to the organization

Please remember that all matters discussed in the executive session are confidential and not to be reported to or discussed with anyone not in attendance at the meeting. The Chair will brief directors who are unable to attend the executive session.

Please return all materials distributed during the executive session to the Chair.