

**BOARD MEETING AGENDA TEMPLATE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Chair Phone Email**

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**Title of Meeting**

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**Board Members**

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**Agenda**

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| --- | --- | --- | --- |
| Details | Task Owner | Time Slot | Duration |
| 1. Welcome and introduction
 |  |  |  |
| 1. Chair Briefing
 |  |  |  |
| 1. Meeting Agenda
 |  |  |  |
| 1. Action item
 |  |  |  |
| 1. Item details
 |  |  |  |
| 1. Item Owners
 |  |  |  |
| 1. Meeting Policy and Procedures
 |  |  |  |
| 1. Executive Board Session
 |  |  |  |
| 1. Attendees Feedback
 |  |  |  |
| 1. Board Voting
 |  |  |  |
| 1. Future Perspective
 |  |  |  |
| 1. Closing Session
 |  |  |  |
| 1. Networking
 |  |  |  |

**Approval by Board Chair:**

*Signature Date*

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