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 (Acknowledgement Receipt)
   c. Routine or other resolutions not requiring board discussion (Approval)

9. Executive Session

   Next Meeting: [insert date and location]
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 __________.