

A sample board/committee meeting agenda

Location:

Time:

Date:

Meeting open

- 1) Welcome
- 2) Apologies
- 3) Minutes of previous meeting
- 4) Matters arising from previous minutes
- 5) Conflict of interests register

Topics for decision

- 1) Strategic direction¹
 - a. strategic discussion/blue sky ideas
 - b. work plan recommendations
 - c. initiatives/projects²
- 2) Progress on work plan activities
- 3) Verbal progress report on work "in hand" (by CEO)
- 4) Additions and deletions to the list

Topics for discussion

- 1) CEO's update report – highlights plus what's happened in the period since reports were completed (unless already covered by the Verbal progress report above)
- 2) Regular management reports
 - a. financials
 - i. cashflow statement
 - ii. income and expenditure statement
 - iii. balance sheet
 - b. membership (numbers, events, professional qualifications)
 - c. major income activities e.g. membership fees, sponsorship opportunities, donations, training courses
 - d. risk management
 - e. health and safety report- an operational report from the management/staff committee meeting(s)
 - f. policy/advocacy
 - g. team (as in staff)
- 3) Committee reports (not necessarily every meeting)

¹ As in annual governance activities. These include: the strategic plan, performance reviews, the annual budget, audits, annual general meeting (AGM). Such activities are recorded in the work plan.

² Initiatives/Projects. These are one-off activities, designed to improve the performance of the organisation. This could include e-learning, income stream diversification, governance, meetings with stakeholders, board training.

- a. finance
- b. qualifications
- c. audit
- d. remuneration (CEO's)
- e. risk
- f. health and safety

Topics for noting

- 1) High-level briefing from staff (not necessarily every meeting)
- 2) Major correspondence
- 3) Action points - specific task arising from a meeting that must be completed by a certain time and person
- 4) Progress/update on work plan(s)
- 5) Next member event reminder

Meeting finalisation

- 1) Other business
- 2) Future agenda items
- 3) Date of next meeting
- 4) Close of meeting

Please note

The above sample agenda is based on that contained in the Appendices of the book [Getting to Grips with Not-For-Profit Governance](#).