# 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 direction[[1]](#footnote-1)
   1. strategic discussion/blue sky ideas
   2. work plan recommendations
   3. initiatives/projects[[2]](#footnote-2)
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
   1. financials
      1. cashflow statement
      2. income and expenditure statement
      3. balance sheet
   2. membership (numbers, events, professional qualifications)
   3. major income activities e.g. membership fees, sponsorship opportunities, donations, training courses
   4. risk management
   5. health and safety report- an operational report from the management/staff committee meeting(s)
   6. policy/advocacy
   7. team (as in staff)
3. Committee reports (not necessarily every meeting)
   1. finance
   2. qualifications
   3. audit
   4. remuneration (CEO’s)
   5. risk
   6. health and safety

**Topics for noting**

1. High-level briefing from staff (not necessarily every meeting)
2. Major correspondence
3. Progress/update on work plan(s)
4. 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](http://www.effectivegovernace.nz/).

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)