

## **Board of Directors Sample Agenda\***

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

**Facilitated by:** \_\_\_\_\_ (*Usually Chair of the Board*)

**Location and Time:** \_\_\_\_\_ (*Should rarely be more than 1½ hours*)

### **Agenda:**

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|---------|--|
| 7:00 pm | Call to Order  |
| 7:01 pm | Welcome ( <i>and introduction of any new board members or visitors</i> )   |
| 7:05 pm | Secretary's Report ( <i>approval of the minutes of the last meeting</i> )  |
| 7:10 pm | Treasurer's Report ( <i>approval of the financial report</i> )   |
| 7:15 pm | Executive Director Report **   |
| 7:30 pm | Committee V.P. Reports: ***  |
|         | <br><i>V.P. Business Affairs</i> (Long-range Planning / Personnel, Finance / Insurance, Legal / Risk Management)   |
|         | <br><i>V.P. Resource Development</i> (Leadership Dev. / Training/ Fundraising / Planned Giving/ Outreach/Speaker's Bureau/ Community Rel./ Volunteers / Youth/ PR: Brochures/Newslet'r/Events) |
|         | <br><i>V.P. Client Selection, Support</i> (Client Selection/ Client Support/Client Marketing)  |
|         | <br><i>V.P. Projects Project Selection/ Development</i> (Facilities/Schedules / Volunteers/ In-kind Materials & Vendors)   |
| 8:10 pm | New Business ( <i>anything brought up at the committee reports or the ED report that require further action</i> )  |
| 8:20 pm | Old Business ( <i>anything brought up at the previous meeting that requires updates</i> )  |
| 8:30 pm | Adjourn  |

\* *This agenda is a template of the way most board meetings should be conducted. Unless there are at least three items for a vote, do not have a meeting.*

\*\* *Reports should rarely be more than 15 minutes with a focus on broad issues, not the details*

\*\*\* *V.P.'s should only bring to the board issues requiring a vote (policy, budget, or updates on strategic planning goals).*