

BOARD MEETING AGENDA

MEETING DETAILS

ORGANIZATION	[Organization name]
MEETING TYPE	[Regular / Special / Annual (AGM) / Committee]
DATE	[Date]
TIME	[Start time] to [End time]
LOCATION	[Address / Boardroom]
PLATFORM	[Zoom / Teams / Other / N/A in-person]

ATTENDANCE AND QUORUM

DIRECTOR	IN PERSON	ELECTRONIC	ABSENT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUORUM REQUIRED [#]	QUORUM PRESENT [#]	QUORUM MET <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------	--------------------	---

AGENDA

#	TIME	ACTION	ITEM	LEAD	NOTES
1	[time]	—	Call to Order	Chair	
2	[time]	—	Attendance and Quorum	Secretary	
3	[time]	APPROVE	Approval of the Agenda	Chair	
4	[time]	DECLARE	Conflict of Interest Declarations	All	

#	TIME	ACTION	ITEM	LEAD	NOTES
5	[time]	APPROVE	Approval of Prior Meeting Minutes	Secretary	
6	[time]	APPROVE	Consent Agenda	Chair	
			<i>a. [Routine item]</i>		
			<i>b. [Routine item]</i>		
7	[time]	RECEIVE	CEO / Executive Director Report	[Name]	
8	[time]	RECEIVE	Treasurer / Finance Committee Report	[Name]	
9	[time]	RECEIVE	Committee Reports	[Names]	
10	[time]	DECIDE	Old Business: [Item]	[Name]	
11	[time]	DECIDE	New Business: [Item]	[Name]	
12	[time]	DISCUSS	[Strategic discussion]	[Name]	
13	[time]	—	Executive Session / In-Camera [topic]	Directors	
14	[time]	—	Announcements and Next Meeting	Chair	
15	[time]	—	Adjournment	Chair	

ACTION PREFIX LEGEND

PREFIX	USE WHEN
APPROVE	Vote required; resolution proposed
DECIDE	Discussion leading to a decision
DISCUSS	Information and discussion only; no vote
RECEIVE	Information item tabled for the record
RECOMMEND	Committee recommendation to the full board
APPOINT	Committee, officer, or board appointment
RATIFY	After-the-fact approval of an action already taken

Run the meeting, not a Word doc.

Aprio Board Portal turns this template into a live board package: customizable agenda templates, supporting documents in any format, one-click distribution to every director, and role-based access so committee materials stay where they belong.

Learn more at aprioboardportal.com