

Board Meeting Agenda Template

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Organization: _____ Date: _____
Location: _____ Time: _____
Chair: _____ Secretary: _____

ITEM TAGS:

INFO

DISCUSS

DECIDE

No discussion needed = Board input needed = Motion & vote required

- | Item | Tag | Duration |
|--|---------|----------|
| 1 Call to Order Chair calls the meeting to order and notes the time for the record. | | 1 min |
| 2 Confirmation of Quorum Secretary confirms quorum is present. If quorum is not met, note it and limit to discussion only (no votes). | INFO | 1 min |
| 3 Approval of Agenda Chair presents the proposed agenda. Members may request additions or changes. Approve by motion. | DECIDE | 2 min |
| 4 Consent Agenda Bundle routine items into one motion: previous minutes, financial statements, committee reports (no action items), correspondence. Any member may pull an item for separate discussion. | DECIDE | 3 min |
| 5 Executive Director Report ED provides brief verbal summary of written report (circulated in advance). Highlight items needing board attention. | INFO | 5 min |
| 6 Treasurer's Report Treasurer summarizes financial position. Flag any variances, cash flow concerns, or items requiring board action. | INFO | 5 min |
| 7 Committee Reports Standing committee chairs summarize written reports. Focus on recommendations or items requiring full board discussion/decision. | INFO | 10 min |
| 8 Discussion Item: _____ Topic requiring board input but not yet ready for a vote. Set a clear time limit. Chair ensures multiple voices are heard. | DISCUSS | 15 min |
| 9 Decision Item: _____ Item requiring a motion and vote. Present recommendation, allow focused debate, call the vote. Record the motion, mover, seconder, and result. | DECIDE | 15 min |
| 10 Decision Item: _____ Second decision item if needed. Same process as above. | DECIDE | 10 min |
| 11 New Business Items not on the original agenda. Brief discussion only — substantive items should be deferred to next meeting with proper preparation. | DISCUSS | 5 min |
| 12 In-Camera Session (if needed) Board meets privately without staff. Used for personnel, legal, or sensitive matters. Separate sealed minutes. | DECIDE | — min |
| 13 Adjournment Chair confirms no further business. Adjourn by motion or consensus. Note the time. | DECIDE | 1 min |

Estimated Total Meeting Time: ~75 minutes (adjust time allocations to fit your board's needs)

Tips for the Chair:

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- Use the consent agenda aggressively — anything routine belongs there.
- Hold to time limits. Extend only with the board's explicit agreement.