



**MASTERING
PHILANTHROPY**
"Serving those who serve others"

Name of Nonprofit
Board of Directors Meeting Agenda
DATE TIME LOCATION

Our mission: _____

Welcome and Call to Order (5 minutes)

By welcoming board members, the board chair sets a respectful tone for the meeting. This is a good time to make opening announcements, remind everyone about silencing cell phones, the location of restrooms, etc. This is also the time to approve meeting minutes from the previous meeting.

Consent Agenda (5 minutes)

List items requiring formal approval with limited or no discussion.

- A. Topic 1
- B. Topic 2
- C. Topic 3

Chair's Report – (5 minutes)

Board chair frames the meeting for board members by giving them some context:

- "We're still getting to know our new executive," or
- "Our main topic is budget -- this meeting we're looking at projections and proposing guidelines to staff. At the next meeting we'll be voting on it."

President's Report (10 minutes)

- Current Significant Issues
- Update on Strategic Plan Implementation
- Major Key Performance Indicators
- Risk and Compliance Update
- Other Updates

Strategic Discussion – Big Question (20 minutes) - Sample questions:

- In regard to our strategic plan – Where are we? What is next? What has changed? What is new? What else?
- What other organizations are doing what we do? What sets us apart from them?
- If we were given \$1M today, what would we do with it?
- What can we as a Board do to support our mission and our priorities?



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Finance Report Treasurer (10 minutes)

The board chair may ask if there are any questions regarding it, but does not take a vote on it, unless it has been audited first. The treasurer's report is simply filed.

New Business (10 minutes)

New business pertains to new items on the agenda. Any of the board directors may introduce a new item prior to the meeting with the approval of the board chair. The new item can then be discussed, amended if needed and put to a vote.

VIII. Announcements – (5 minutes)

Board chair opens the floor for general announcements of special interest to the board or the organization's membership

Meeting Closing and Adjournment (5 minutes)

- Review actions from this meeting
- Meeting calendar

When the chair determines that all business is finished, the board chair entertains a motion to adjourn. A motion to adjourn must be seconded and may not be debated or amended. A majority vote moves the meeting to adjournment.