**NONPROFIT BOARD MEETING
AGENDA TEMPLATE**

|  |  |  |
| --- | --- | --- |
| DATE | TIME | LOCATION |
|  MM/DD/YY |  |  |
| MEETING CHAIR | EMAIL | PHONE |
|  |   |   |
| MEETING SCRIBE | EMAIL | PHONE |
|  |   |  |
| ORGANIZATION NAME |
|  |
| MISSION STATEMENT |
|  |
| BOARD MEMBERS IN ATTENDANCE |
|  |  |  |  |
|  |  |  |  |
|   |  |  |  |
|   |   |   |   |

|  |
| --- |
| AGENDA ITEMS |
| DESCRIPTION | DISCUSSION LEAD | START TIME |
| 1. Call to order
 |   |   |
| 1. Review and Approval of Previous Meeting Minutes
 |   |   |
| 1. Executive Director Report
 |   |   |
| 1. Finance Committee Report
 |   |   |
| 1. Governance Committee Report
 |  |  |
| 1. Program Committee Report
 |  |  |
| 1. Fundraising Committee Report
 |  |  |
| 1. Old business
 |  |  |
| 1. New business
 |  |  |
| 1. Board development and nominations
 |  |  |
|  |  |  |  |  |
| REVIEW |
| Review of Agenda Items; Review of meeting: what worked and what can be improved? |
|  |  |  |  |  |
| NEXT MEETING |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|   |   |   |   |

|  |  |
| --- | --- |
| BOARD CHAIR APPROVAL | BOARD SUB-CHAIR APPROVAL |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |   |  |  |

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