**[](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Board+Meeting+Agenda-word-12241&lpa=Board+Meeting+Agenda+word+12241)Board Meeting Agenda Template   
Example**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day and Date** | **Time** | **Location** | |
| Thursday, November 11 | 11:30 AM | Conference Room 1A, Central Office | |
| **Meeting Chair** | **Email** | | **Phone** |
| S. Li |  | |  |
| **Meeting Scribe** | **Email** | | **Phone** |
| J. Byrne |  | |  |
| **Meeting Title** | | | |
| November Board Meeting | | | |
| **Supporting Documents Required** | | | |
| Previous Meeting Minutes, Reports, and Proposals | | | |
| **Board Members / Attendees Requested** | | | |
| J. Byrne | A. Kahn | J. Kirby | S. Li |
| L. Martinez | R. McKay | G. Morrison | D. Nelson |
| E. Ramirez | D. Voss | K. Ward |  |
|  |  |  |  |

**Agenda**

1. Call to Order
2. Review and Approve Previous Minutes
3. Executive Director Report
4. Finance Director Report
5. Governance Committee Report
6. Old Business
7. New Business
8. Announcements
9. Next Meeting Date and Time
10. Adjournment

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| --- | --- | --- | --- |
| **Board Chair Approval** | | **Board Sub-Chair Approval** | |
| **Signature** | **Date** | **Signature** | **Date** |
| S. Li | November 11 | J. Kirby | November 11 |

**Board Meeting Agenda Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day and Date** | **Time** | **Location** | |
|  |  |  | |
| **Meeting Chair** | **Email** | | **Phone** |
|  |  | |  |
| **Meeting Scribe** | **Email** | | **Phone** |
|  |  | |  |
| **Meeting Title** | | | |
|  | | | |
| **Supporting Documents Required** | | | |
|  | | | |
| **Board Members / Attendees Requested** | | | |
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**Agenda**

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| --- | --- | --- | --- |
| **Board Chair Approval** | | **Board Sub-Chair Approval** | |
| **Signature** | **Date** | **Signature** | **Date** |
|  |  |  |  |

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