

Nonprofit Board Meeting Agenda

Agenda item	Description	Notes	Time
Important dates	1. List any upcoming deadlines, events, or reporting requirements.		5 minutes
I. Welcome and introductions	1. Welcome board members and guests, introductions (if needed).		5 minutes
II. Review and approval of minutes	1. Briefly summarize key points. 2. Allow Q&A and corrections. 3. Vote to approve.		10 minutes
III. Mission moment	1. Read the mission statement, reflect on the impact		2 minutes
IV. Board chair remarks	1. Updates, introducing guest speakers (if applicable).		10 minutes
V. Committee reports	1. Adjust time slots for other committees. 2. Finance. 3. Fundraising.		20 minutes total
VI. Member spotlight	1. 7-minute briefing by board member + 7-minute Q&A		15 minutes
VII. Program or event update	1. Discuss upcoming events or program planning.		15 minutes
VIII. External factors discussion	1. Briefly explore relevant changes in the community or environment.		10 minutes
IX. Executive director report	1. Review key metrics, discuss strategic initiatives, and open for Q&A.		20 minutes
X. Old business	1. Review and discuss any previously raised issues or decisions that require follow-up or action. 2. Include updates on ongoing projects or initiatives discussed at past meetings.		20 minutes

Agenda item	Description	Notes	Time
XI. New business	1. Introduce new proposals or items requiring board approval.		20 minutes
XII. Adjournment	1. Summarize key takeaways. 2. Announce the next meeting date and time.		5 minutes

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North American Office
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European Office
49 Queen Victoria Street,
London EC4N 4SA,
United Kingdom