

# Emergency board meeting agenda template

| Agenda item   | Description   | Time       |
|---|---|------------|
| <b>1. Welcome and introductions (if applicable)</b> | Briefly welcome board members and thank them for attending on short notice.   | 1 minute   |
| <b>2. Emergency overview</b>                        | Explain the nature of the emergency and its potential impact on the organization. Briefly summarize any actions already taken.                  | 5 minutes  |
| <b>3. Information sharing and discussion</b>        | Provide time for questions and answers for better context.  | 10 minutes |
| <b>4. Decision-making</b>                           | Present options for addressing the emergency. Facilitate discussion and encourage board member input. Guide the board towards a clear decision. | 15 minutes |
| <b>5. Action items and next steps</b>               | Clearly outline the action items resulting from the decision(s) made. Assign ownership and deadlines for each action item.                      | 5 minutes  |
| <b>6. Adjournment</b>                               | Thank board members for their time and participation. Briefly summarize key takeaways and next steps.   | 1 minute   |

Simplify your emergency board meetings with our agenda template and streamline collaboration using board portal solution.

According to the [board portal comparison](#), experts recommend the [iDeals' board portal](#) as the number one board management software:

# Board

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