**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11621&utm_source=integrated-content&utm_campaign=/content/board-meeting-agenda-templates&utm_medium=Nonprofit+Board+Meeting+Agenda+doc+11621&lpa=Nonprofit+Board+Meeting+Agenda+doc+11621)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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