**[](https://www.smartsheet.com/try-it?trp=11621&utm_source=integrated-content&utm_campaign=/content/board-meeting-agenda-templates&utm_medium=Annual+Board+Meeting+Agenda+doc+11621&lpa=Annual+Board+Meeting+Agenda+doc+11621)ANNUAL BOARD MEETING   
AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | TIME | LOCATION | |
| MM/DD/YY |  |  | |
| MEETING CHAIR | EMAIL | | PHONE |
|  |  | |  |
| MEETING SCRIBE | EMAIL | | PHONE |
|  |  | |  |
| ORGANIZATION NAME | | | |
|  | | | |
| BOARD MEMBERS IN ATTENDANCE | | | |
|  |  |  |  |
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| --- | --- | --- | --- | --- |
| AGENDA ITEMS | | | | |
| DESCRIPTION | | DISCUSSION LEAD | START TIME | |
| 1. Call to Order | |  |  | |
| 1. Annual Report Presentation | |  |  | |
| *2a. Executive Director Report* | |  |  | |
| *2b. Finance Committee Report* | |  |  | |
| *2c. Governance Committee Report* | |  |  | |
| *2d. Program Committee Report* | |  |  | |
| 1. Auditor Appointment for the next fiscal year | |  |  | |
| 1. Organizational Bylaws | |  |  | |
| 1. Nominations | |  |  | |
|  | |  |  | |
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|  |  |  |  |  |
| AMENDMENTS, CHANGES, OR ADDITIONS | | | | |
|  | | | | |
|  |  |  |  |  |
| 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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