[Insert organisation name/logo]

Board Meeting Scheduler

|  |  |
| --- | --- |
| **Year** | **[Insert year, financial or calendar]** |
| **Date of review** | **[Insert date of the last review of the document]** |

|  |  |  |
| --- | --- | --- |
| **Date** | **Location** | **Invitation Date** |
| **[Insert Date of meeting]** | **[Insert location of meeting]** | **[Insert date of when the meeting invitation including agenda and any relevant paper work should be sent]** |
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| **[Insert Date of AGM]** | **[Insert location of AGM]** | **[Insert date of meeting invitation to board members]** |