[Insert organisation name/logo]

**Board of Directors**

**Meeting Agenda**

**[Date]**

**[Time]**

**[Location]**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Detail** | **Lead** |
| 1 | Welcome and apologies | President |
| 2 | Confirmation from last meeting minutes * Acceptance of minutes
* Actions arising
 | President |
| 3 | Declaration and discussion of conflicts of interest | All |
| 4 | Financial report  | Treasurer |
| 5 | CEO/Manager report  | CEO/Manager |
| 6 | **[Board subcommittee reports if any]** | **[Insert lead board member]** |
| 7 | Risk and compliance management  | CEO/Manager |
| 8 | Human resources  | CEO/Manager |
| 9 | Work health safety | CEO/Manager |
| 10 | **[Quality improvement report if any]** | **[Insert lead board member]** |
| 11 | Program services, operations and projects | CEO/Manager |
| 12 | Relevant policy issues | CEO/Manager |
| 13 | Other business. **[Insert other business]** | **[Insert lead board member]** |