## [insert organisation name and logo]

## Board Meeting Agenda

**[Date and time] (1.5hr)**

**[venue]**

|  |  |  |
| --- | --- | --- |
| **Item** | **Relevant documents**  **(to be attached)** | **Allocated time** |
| OPENING | | |
| **1. Welcome, apologies, quorum** | Chair | 1 min |
| **2. Conflict of interest declarations** | Verbal | 1 min (10 if disclosures) |
| **3. Previous Minutes**  Confirmation  Matters arising / action list | A. Board MinutesDate.doc | 5 mins |
| **STRATEGIC ISSUES FOR DISCUSSION OR DECISION** | | |
| **4. Item / Report** | B. StrategyTopic1.doc | 15 mins |
| **5. Item / Report** | C. StrategyTopic2.doc | 15 mins |
| **GENERAL BUSINESS – MATTERS FOR DISCUSSION OR APPROVAL** | | |
| **6. CEO Report**  Significant issues arising in past month  Matters for approval (above delegation)  Report against Strategic Plan  Report against CEO performance indicators  Risk and compliance update | D. CEOReportDate.doc | 10 mins |
| **7. Finance Report**  Report of Finance Subcommittee  Financial papers | E.FinanceReportDate.doc | 10 mins |
| **8. Other committee reports** | F. Committee1ReportDate.doc  G. Committee2ReportDate.doc | 5 mins |
| **MATTERS FOR NOTING**  **(discussed only if required; can also shift reports from above to this section if no major decisions required)** | | |
| **9. Major correspondence** |  | 2 mins |
| **10. New members** |  | 2 mins |
| **11. Updated Board calendar** |  | 2 mins |
| **12. Other** |  | 2 mins |
| **MEETING FINALISATION** | | |
| **13. Review actions to be taken** |  | 5 mins |
| **14. Meeting evaluation** |  | 5 mins |
| **15. Meeting close** | | |