

# STRATEGIC BOARD AGENDA TEMPLATE

**Board meetings are leadership meetings.** This agenda keeps time focused on strategy, oversight, and accountability.

**Committees study issues in depth. The board makes informed decisions.**



## Board Meeting Agenda

[Organization Name]

[Meeting Date/Time]

[Location]

Item	Purpose	Person Assigned	Time Allotted
1. Call to Order and Establish Quorum		Board Chair/ President	1 min
2. Mission Moment	Reconnect the board to the mission and the people served.  Examples: <ul style="list-style-type: none"> <li>• Client or community story</li> <li>• Program impact update</li> <li>• Brief success highlight</li> </ul>	Staff	4 min
3. Consent Agenda	Approve routine items efficiently.  Typical items: <ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Written committee reports</li> <li>• Written Executive Director report</li> <li>• Routine policy updates</li> <li>• Standard financial reports</li> </ul>	Board Secretary	5 min
4. Strategic Progress Review	Monitor progress on strategic priorities.  Discussion focuses on: <ul style="list-style-type: none"> <li>• Progress toward goals</li> <li>• Key performance indicators</li> <li>• Obstacles requiring board attention</li> <li>• Adjustments to maintain momentum</li> </ul>	Board Chair	20 min
5. Financial Oversight and Risk Monitoring	Ensure financial stability and accountability.  Discussion focuses on: <ul style="list-style-type: none"> <li>• Financial performance</li> <li>• Budget variance</li> <li>• Cash flow</li> <li>• Emerging risks</li> </ul>	Board Treasurer	20 min

6. Committee Recommendations and Board Action	<p>Take action on recommendations made or give feedback for additional committee attention Issues may include:</p> <ul style="list-style-type: none"> <li>• Board self-assessment review</li> <li>• Program resource challenge</li> <li>• HR Issue</li> </ul>	Committee Chairs	15-30 min
7. Governance and Leadership Development	<p>Strengthen board performance and leadership capacity.</p> <p>Possible topics:</p> <ul style="list-style-type: none"> <li>• Board recruitment progress</li> <li>• Orientation and training updates</li> <li>• Policy review schedule</li> <li>• Board self-assessment results</li> </ul>	Governance Committee Chair	15 min
8. Executive Director Report	<p>Provide leadership-level updates on progress, risks, and emerging opportunities (not operational detail).</p> <p>Focus on:</p> <ul style="list-style-type: none"> <li>• Strategic progress</li> <li>• Key opportunities</li> <li>• Emerging challenges</li> <li>• Support needed from the board</li> </ul>	Executive Director	10 min
9. Decision and Action Recap	<p>Confirm clarity of assignments and accountability.</p> <p>Review:</p> <ul style="list-style-type: none"> <li>• Decisions made</li> <li>• Assigned responsibilities</li> <li>• Timelines</li> <li>• Next steps</li> </ul>	Board Chair	10 min
10. Meeting Evaluation and Adjourn	<p>Promote continuous improvement.</p> <p>Ask:</p> <ul style="list-style-type: none"> <li>• Did we focus on the right issues?</li> <li>• Did we use our time effectively?</li> <li>• What should we adjust next time?</li> </ul>	Board Chair	5 min