# Board Meeting Agenda Template

Organisation Name:

Board of Directors Meeting

Date: [Insert Date]

Time: [Insert Start–End Time]

Location: [Insert location or Zoom link]

Chairperson: [Insert Name]

## Agenda

1. 1. Welcome & Acknowledgement of Country
2. 2. Apologies
3. 3. Disclosure of Interests
4. 4. Approval of Previous Minutes
5. 5. Matters Arising from Previous Minutes
6. 6. CEO or Executive Report
7. 7. Financial Reports
8. 8. Strategic & Governance Items
9. 9. Decisions & Resolutions
10. 10. General Business
11. 11. Next Meeting Date
12. 12. Meeting Close