

# Board Meeting Agenda Template (Australia)

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