**Agenda**

**[Organisation]
Agenda, Board Meeting [#/Year]
to be held on [Date] at [Time] at [Address]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item** | **Motion***Proposed motion, "That ..."* | **Estimated duration\*** | **Consent agenda\*\*** |
| **Formalities**  |  |
|  | 1 | **Welcome (including new members)** |  |  |  |
|  | 2 | **Apologies** |  |  |  |
|  | 3 | **Declarations of conflict of interest** |  |  |  |
|  | 4 | **Confirmation of minutes of the previous meeting \*\*\***  |  |  |  |
| **Matters arising from the minutes** |  |
|  | 5 |  |  |  |  |
|  | 6 |  |  |  |  |
|  | 7 |  |  |  |  |
| **General business***Suggested order of business:*1. *Matters for decision (e.g. adoption of policy; adoption of financial reports)*
2. *Matters for discussion (e.g. progress on recruitment of new CEO; update on ongoing HR issue)*
3. *Matters for noting (e.g. correspondence; CEO report; minutes from subcommittee meetings)*
 |
|  | 8 |  |  |  |  |
|  | 9 |  |  |  |  |
|  | 10 |  |  |  |  |
|  | 11 |  |  |  |  |
|  | 12 |  |  |  |  |
| **Formalities II** |
|  | 13 | **Review of actions to be taken**  |  |  |  |
|  | 14 | **Clarification of items/decisions for public disclosure** |  |  |  |
|  | 15 | **Date, time and location of next meeting** |  |  |  |
|  | 16 | **Meeting close** |  |  |  |

\* *Aim for a total of no more than two hours*

\*\* *Starred items to be passed without debate unless a member requests that they be moved to the general agenda*

*\*\*\* Attached or separately circulated*