**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*