

# Annual Board Meeting Agenda

**Date**     /     /                      **Subject**     -

## **Greetings (10-15 mins)**

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The chairperson or board president should welcome all attendees and introduce any new members or guests.

## **Approval of Agenda (5-10 mins)**

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The proposed agenda should be presented for approval, with any necessary additions or changes discussed and made.

## **Assessment of Previous Meeting Minutes(15 mins)**

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The minutes from the previous annual meeting should be reviewed and approved.

## **Executive Director's Report (30 mins)**

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The Executive Director should provide an update on the current status of the organization, highlighting any significant achievements, challenges, or opportunities over the past year.

## **Financial Report and Audit (30 mins)**

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The Treasurer or Chief Financial Officer should present a financial report that outlines the current financial position of the organization, including any significant changes since the last meeting.

## **Election of Board Members and Officers (30 mins)**

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The Board should elect new members and officers as needed, according to the organization's bylaws. This is an opportunity to ensure that the Board is diverse, qualified, and committed to advancing the organization's mission.

## **Appointment of Committees and Chairs (30 mins)**

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The Board should appoint committees and chairs as needed, according to the organization's bylaws. This is an opportunity to ensure that the organization has the necessary expertise and resources to carry out its work effectively.

## **Ratification of Resolutions (10 mins)**

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The Board should ratify any resolutions passed since the last annual meeting, including changes to the bylaws, policies, or strategic plans.

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## **New Business (30 mins)**

Any new business that the Board wishes to discuss should be presented and discussed. Here, board members bring up any new ideas or initiatives related to the organization's mission or operations.

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## **Adjournment (10 mins)**

The meeting should be adjourned with a reminder of the next annual meeting date, time and location. This ensures that all board members are aware of when the next annual meeting will take place, and can plan accordingly.