

Emergency Board Meeting Agenda

Date / / **Subject** -

Commencement and Greetings (5 mins)

The meeting chair welcomes everyone and introduces the purpose and goals of the meeting. Each attendee introduces themselves and their role in the partnership.

Declaration of Emergency (5 mins)

The chairperson or board president should declare the emergency that has necessitated the meeting.

Agenda Approval (5 mins)

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

Executive Director's Report (15 mins)

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

Emergency Response Plan (30 mins)

The Board should review and evaluate the emergency response plan of the organization to ensure that it is effective and relevant to the current situation.

Assessment of the Situation (20 mins)

The Board should assess the situation and determine the level of impact on the organization and its stakeholders.

Financial Impact Assessment (30 mins)

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

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Decision-making Process (20 mins)

The Board should determine the decision-making process related to the emergency situation and ensure that all relevant stakeholders are informed.

Action Plan and Timeline (60 mins)

The Board should develop an action plan and timeline to address the emergency situation, including communication strategies, financial management, and risk management.

Delegation of Authority (20 mins)

The Board should delegate authority to the appropriate personnel to take necessary actions to implement the emergency response plan.

Communication Plan (30 mins)

The Board should develop a communication plan to inform all stakeholders, including employees, donors, partners, and the public, about the emergency situation and the organization's response.

Next Steps and Follow-up (15 mins)

The Board should determine the next steps and follow-up actions related to the emergency situation, including regular updates to the Board and stakeholders.

Adjournment (5 mins)

The emergency meeting should be adjourned with a reminder of the next regular meeting date, time and location, or any other necessary instructions.