



STRATEGIC PLANNING BOARD MEETING

Day
Date
Time

AGENDA

Welcome and Introductions (10-15 mins)

The meeting facilitator welcomes everyone and introduces the purpose and goals of the strategic planning meeting.

Review of Mission and Vision Statements (15-20 mins)

The nonprofit's mission and vision statements are reviewed and discussed, and any necessary updates or changes are proposed.

Environmental Scan (30-45 mins)

The staff conducts an environmental scan to identify trends, opportunities, and challenges that may impact the nonprofit's future.

Stakeholder Analysis (20-30 mins)

The staff conducts a stakeholder analysis to identify key stakeholders and their interests in the nonprofit's mission and activities.

SWOT Analysis (30-45 mins)

The facilitator leads the staff in a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the nonprofit, focusing on internal and external factors that impact the organization.

Risk Assessment (20-30 mins)

The staff identifies potential risks to the nonprofit's strategic plan and develops risk management strategies to mitigate those risks.

Performance Metrics (20-30 mins)

The staff develops performance metrics to measure the success of the strategic plan, including both quantitative and qualitative measures.



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Budgeting (30-45 mins)

The staff reviews the nonprofit's financial situation and develops a budget that aligns with the strategic plan and prioritizes resource allocation.

Goal Setting (45-60 mins)

The staff works together to identify and prioritize strategic goals and objectives that align with the nonprofit's mission and vision statements.

Resource Allocation (30-45 mins)

The staff identifies the resources (e.g., financial, human, technological) required to achieve the strategic goals, and discusses how to allocate these resources effectively.

Action Planning (45-60 mins)

The staff develops action plans for each strategic goal, including timelines, resource needs, and responsibilities.

Implementation and Evaluation (30-45 mins)

The staff discusses the implementation and evaluation of the strategic plan, including how progress will be tracked and reported, and how the plan will be adapted as needed.

Communications and Stakeholder Engagement (20-30 mins)

The staff identifies communication strategies and channels to engage stakeholders and communicate the strategic plan.

Next Steps and Follow-Up (15-20 mins)

Any necessary next steps and follow-up are discussed.

Next Meeting Date and Adjournment (5-10 mins)