

BOARD MEETING AGENDA

Board Meeting Date: XXXX

Location: XXXX

| | Estimated Time |
|---|----------------|
| 1. In-camera Session | 30 mins |
| 2. Meeting Opening 2.1 Apologies 2.2 Director Conflict of Interest Disclosures 2.3 Previous Minutes 2.3.1 Confirmation 2.3.2 Matters Arising/Action List | 30 mins |
| 3. Matters for Decision: 3.1 Major strategy decisions (always have board paper and recommendations) 3.2 Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director) | 60-120 minutes |
| 4. Matters for Discussion 4.1 CEO's Report 4.1.1 Current Significant Issues 4.1.2 Matters for Approval 4.1.3 Update on Strategic Plan Implementation 4.1.4 Major Key Performance Indicators 4.1.5 Risk and Compliance Update 4.1.6 Matters for Noting 4.2 CFO's Report | 60-120 minutes |
| 5. Matters for Noting [discussed only on exception basis] 5.1 Major Correspondence 5.2 Company Seal 5.3 Updated board calendar 5.4 Other matters for noting | 10 minutes |
| 6. Meeting Finalization 6.1 Review actions to be taken 6.2 Meeting evaluation 6.3 Next meeting 6.4 Meeting close | 10 minutes |

Sample Agenda For Board Meetings Rmdc

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Sample Agenda For Board Meetings Rmdc:

DC Agenda Support Corporation Board of Directors Meeting DC Agenda Project (Washington, D.C.),1997

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Undated SPREE Board of Directors Meeting Agenda , *Team Work* Jd Books,2019-11-08 The perfect data collection journal for your next meeting A complete journal for documenting all attendees at staff meetings in board meetings in writing each persons task and agenda items Never be without this convenient 6 x 9 100 page journal that is small enough to carry in your briefcase or keep on your desk I convenient way to look back on past meetings and being able to answer that question who did what at the meeting Perfect for secretaries and those responsible for keeping logs SPREE Board of Directors Meeting Agenda and Minutes 8-26-75 , Board Meeting Agendas and Minutes Monterey Peninsula Community College District Governing Board of Trustees,1958

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