

[Nonprofit Name]

Annual Board Meeting Agenda

Date | Location

Call to Order

(10 min)

- ❖ Note: date, time, location
- ❖ Establish quorum
- ❖ Welcoming remarks
- ❖ Mission & Vision Statement

Approve Agenda

(5 min)

- ❖ Suggest any changes in agenda
- ❖ Vote to approve agenda

Approval of Previous Minutes

(5 min)

- ❖ Make any needed changes to the agenda
- ❖ Vote to approve last year's minutes

Reports

(30 min)

- ❖ Chairperson's report
- ❖ Treasurer's report
- ❖ Secretary's report
- ❖ Other reports
- ❖ Committee reports

Elections

(30 min)

- ❖ Elect any new roles
- ❖ Thank yous for outgoing officers

Old Business

(30 min)

- ❖ Review old business
- ❖ Vote on any proposals

New Business

(30 min)

- ❖ Review new business
- ❖ Vote on any proposals

Adjournment

(5 min)

- ❖ Final thank you and remarks
- ❖ Set time for next meeting
- ❖ Chair announces meeting's end