Board Meeting Agenda

[Company legal name]

Meeting date
[Month day, year]

Time	[00:00] to [00:00]	**Location**	[Address or video link]
Chair	[Name]	**Papers sent**	[Date]

Agenda

No.	Time	Item	Lead	Purpose	Paper
1	[00:00]	Call to order, quorum and apologies	[Chair]	Procedure	None
2	[00:00]	Declarations of interest	[Chair]	Procedure	None
3	[00:00]	Approval of minutes of [date]	[Chair]	Decision	[Paper 1]
4	[00:00]	Actions from the last meeting	[Secretary]	Information	[Paper 2]
5	[00:00]	CEO report	[Name]	Discussion	[Paper 3]
6	[00:00]	Financial report	[Name]	Discussion	[Paper 4]
7	[00:00]	[Strategic item]	[Name]	[Decision]	[Paper 5]
8	[00:00]	[Committee reports]	[Name]	[Information]	[Paper 6]
9	[00:00]	Executive session	[Chair]	[Discussion]	None
10	[00:00]	Other business and next meeting	[Chair]	Procedure	None

Consent agenda

These routine items will be approved together unless a director asks to discuss one: [Item], [Item], [Item].

Decisions the board will be asked to make

[One line for each decision, so directors can prepare.]