

NONPROFIT ORGANIZATION BOARD MEETING AGENDA

Location:

Time:

Meeting Call to Order:

Chairperson's Opening Remarks

Roll Call:

Secretary to record attendance

Approval of Agenda:

Motion to approve the agenda as presented or amended

Approval of Previous Meeting Minutes:

Review and approval of minutes from the last board meeting

Reports:

Treasurer's Report

Executive Director's Report

Committee Reports

Old Business:

Discussion of ongoing projects and unresolved items from previous meetings

New Business:

Presentation and discussion of new proposals, initiatives, and action items

Discussion:

Open floor for board members to raise items not on the agenda

Executive Session (if needed):

Closed session for confidential or sensitive matters, if applicable

Adjournment:

Motion to adjourn the meeting

Next Meeting Date and Location:

Board Chairperson Signature

Secretary Signature

Signature: _____

Signature: _____

Original source of this document:

<https://docs-professionals.com/nonprofit-board-meeting-agenda-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-professionals.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.