XYZ Association

Board Meeting Agenda

Confidential and Internal Use Only

Notice and Agenda of Meeting of the [Board of Directors / Board Committee / Management Committee] of [Association name]

to be held on [**date**], at [**time**] at [**location**]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Subject** | **Decision / Noting** | **Page No** | **Name** |
| 1. | Welcome, present and apologies |  |  |  |
| 2. | Declaration of interests |  |  |  |
| 3. | Minutes of the last board / committee meeting |  |  |  |
| 4. | Action Taken Report |  |  |  |
| 5. | Finance Report & Membership Stats |  |  |  |
| 6. | Strategy Plan Pillars |  |  |  |
| 6.1 | Education and Events |  |  |  |
| 6.2 | Advocacy |  |  |  |
| 6.3 | Professional Standards |  |  |  |
| 6.4 | [Other Pillars as per Strategic Plan] |  |  |  |
| 7. | Any other business |  |  |  |

|  |  |
| --- | --- |
|  | [BOARD / COMMITTEE]: Agenda Item x.x |

# [insert title / subject of paper]

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| --- |
| **FORUM:** [insert name of body that will be receiving this paper (e.g. Committee OR Board)]  **DATE OF MEETING:** [insert Date of Meeting]  **ACTION REQUESTED:** For [APPROVAL, DISCUSSION and/or INFORMATION]  **RESOLUTION:** That the Board **RESOLVES TO** [**NOTE** the xxx] or [**APPROVE** xxx]  **[Note: Your recommendation must outline clearly and concisely what approval is sought and what action is required. Specific, stand-alone recommendations can easily be turned into resolutions for the minutes.]**  **SPONSOR:** |

### EXECUTIVE SUMMARY

*This section will usually only be two or three paragraphs providing brief and provide an overview of your paper. Directors should be able to read the proposed resolution (in the box above) and this section to understand what the paper is about or why a decision is needed.*

### BACKGROUND

*The background section should provide a brief overview of the context and history of the topic.*

*If the topic has been addressed by the Board before, refer to the previous papers, including their date and title. It is not necessary to attach previous papers; however, you may state they are available upon request and they can be provided*.

### MAIN BODY

*Where relevant, you should address the following issues in this section:*

* 1. **Background**

*Set out what the Association is currently doing or not doing, what others are doing, and what we are missing / gaps.*

* 1. **Reason of the proposal**

*Detail the purpose for seeking approval or reason(s) for discussion or information.*

* 1. **Risks & Mitigation**

*Details of the risks involved and the mitigation measures planned.*

* 1. **Financial Implications**

*Where the proposal involves material financial implications, provide relevant details.*

* 1. **Timing**

*Set out the plan /program and any relevant timing aspects.*

**Appendices/Attachments**: Only use these when they are essential to the meaning of your paper. Provide a reference list of all attachments at the end of the paper and clearly display the attachment number on the top right hand corner of each attachment.

### Appendices

Appendix 1 – xxxx

Appendix 2 – xxxx