

## **SAMPLE AGENDA**

### **[Nonprofit Name] Board Meeting**

[DATE]

[TIME]

[PLACE]

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### **MISSION**

[INSERT ORGANIZATION'S MISSION]

### **VISION**

[INSERT ORGANIZATION'S VISION]

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- I. **Call to Order & Welcome**
  - II. **Approval of Minutes from [date of last meeting]\***
  - III. **Executive Director's report\***
  - IV. **Treasurer's Report\***
  - V. **Committee Reports\***
  - VI. **Old Business**
  - VII. **New Business**
  - VIII. **Adjourn**

*\* Materials included in pre-reading and sent to board members in advance of the meeting*