

SAMPLE AGENDA

[Nonprofit Name] Board Meeting

[DATE]

[TIME]

[PLACE]

MISSION

[INSERT ORGANIZATION'S MISSION]

VISION

[INSERT ORGANIZATION'S VISION]

- 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*