

## **Agenda Planning for Board Members**

### ***10 days before the regularly scheduled board meeting***

- ✓ A call goes out by the Board Chair for written committee reports, agenda items members want included and any additional material or data to be included in the board packet

### ***8 days before Board meeting***

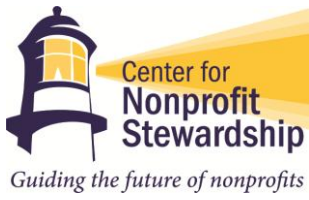
- ✓ The Board Chair should have the previous meeting notes and committee reports and organizational action plans
- ✓ The Treasurer should have the financial reports ready

### ***7 days before Board meeting - Executive Committee meets***

- ✓ Committee reports are reviewed to see if any action items exist. If no, reports are copied and included with meeting agenda to be sent out. If yes, the chair needs to make an “Agenda Items List” of what the actionable items are
- ✓ Executive Committee looks over any issues or tabled items from previous meeting and moves it to the “Agenda Items List”
- ✓ Executive Committee reviews Action Plans to see where to start the “Action Plan Report Update”
- ✓ The Treasurer reviews the financials with the group, and identifies the benchmark parameters
- ✓ Group decides where discussion might be needed and adds time to the agenda

### ***Build the Agenda*** (see next page)

- ✓ Review your items and cut trivial topics
- ✓ Put the big issues first
- ✓ Think about where you might get sidetracked and decide how you will avoid it if it happens



## Agenda Planning For Executive Board

Board Meeting Place:

Board Meeting Date:

Attendance at Agenda Planning Meeting:

Chair:

Members:

Staff:

### Information Items:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Action Items:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_