



# BOARD GOVERNANCE

A practical, fillable guide for preparing effectively for a board meeting.

## SECTION 1 — PRE-MEETING PREPARATION

### 1. Confirm Meeting Logistics:

- Date, time, location/virtual link confirmed
- Quorum expected

Notes: \_\_\_\_\_

### 2. Review Governance Requirements:

- Bylaws requirements for meetings
- Voting procedures
- Conflict-of-interest policies

Notes: \_\_\_\_\_

### 3. Compile Board Packet:

- CEO/Executive Director report
- Financial reports (P&L, balance sheet, cash flow)
- Committee reports
- Strategic dashboard/KPIs
- Materials for decisions requiring votes
- Previous meeting minutes

Notes: \_\_\_\_\_

### 4. Pre-Read Instructions:

- Highlight documents requiring attention
- Identify pre-work or decisions

Notes: \_\_\_\_\_

## SECTION 2 — WHAT MUST BE REVIEWED BEFORE THE MEETING

### 1. Organizational Performance:

- KPI dashboard
- Strategic plan progress
- Major risks/issues

Notes: \_\_\_\_\_

### 2. Financial Review:

- Revenue/expenses variances
- Cash position
- Forecasts
- Audit updates (if applicable)

Notes: \_\_\_\_\_

### 3. Program & Operations Review:

- Major updates from staff
- Key milestones or setbacks
- Compliance issues

Notes: \_\_\_\_\_

### 4. Governance Review:

- Board member attendance & compliance
- Term limits/upcoming renewals
- Committee actions needed

Notes: \_\_\_\_\_

## **5. Strategic Topics:**

- Decisions required
- Strategic opportunities or threats
- Issues requiring board input

Notes: \_\_\_\_\_

## SECTION 3 — SAMPLE BOARD MEETING AGENDA (FILLABLE)

### 1. Welcome & Call to Order

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### 2. Confirm Quorum

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### 3. Approve Consent Agenda

- Prior minutes
  - Standard reports
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### 4. CEO/Executive Director Report

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### 5. Financial Report

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### 6. Committee Reports

- Governance
  - Finance
  - Programs
  - Development
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### 7. Strategic Discussion Topic

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### 8. Decisions/Votes Needed

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**9. Executive Session (if needed)**

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**10. Review Action Items & Next Steps**

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**11. Adjournment**

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