

## 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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