Board Meeting Agenda

[Organization name]

Date and time: [Write here]

Location or video link: [Write here]

Called by: [Write here]

Send this agenda and all reports to every board member at least one week before the meeting. Change the times to fit your meeting, and delete the grey notes before you send it.

Time	Agenda item	Lead	Action
6:00	**1. Call to order** *Chair opens the meeting and notes the time.*	Chair	None
6:01	**2. Roll call and quorum** *Record who is present. No business without a quorum.*	Secretary	Record
6:03	**3. Approve the agenda** *Members can add or move items before the vote.*	Chair	Vote
6:05	**4. Conflict of interest check** *Anyone with a conflict on today's items says so now.*	Chair	Record
6:07	**5. Consent agenda** *Routine items voted on together: last meeting's minutes, committee reports for information. Any member can pull an item out for discussion.*	Chair	Vote
6:12	**6. Executive director's report** *Programs, staff, key numbers since the last meeting.*	[Name]	Discuss
6:25	**7. Treasurer's report** *Budget vs. actual, cash on hand, any unusual spending.*	Treasurer	Accept
6:35	**8. Committee reports** *Only items that need board discussion or a decision.*	Committee chairs	Discuss
6:45	**9. Unfinished business** *Items carried over from the last meeting.*	Chair	Vote
6:55	**10. New business** *[Item and short background. Attach documents.]*	[Name]	Vote
7:15	**11. Executive session (if needed)** *Board only, for confidential matters like staff pay or legal issues.*	Chair	Discuss
7:25	**12. Announcements and next meeting date**	Chair	None
7:30	**13. Adjourn** *Chair notes the time.*	Chair	None

Next meeting: [date]. Minutes taken by: [name]. Minutes record what was decided, not everything that was said.

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First Board Meeting Agenda

[Organization name]: organizational meeting

Date and time: [Write here]

Location or video link: [Write here]

Directors named in the articles: [Write here]

Use this for a new nonprofit's first meeting. Your state's laws and your bylaws come first, so check them (or ask a lawyer) before you vote. Keep signed minutes of every vote.

Time	Agenda item	Lead	Action
6:00	**1. Call to order and roll call** *Record every director present. Name a temporary chair and secretary.*	Incorporator	Record
6:05	**2. Accept the articles of incorporation** *Confirm the state-filed articles and the filing date.*	Chair	Vote
6:10	**3. Approve actions taken before this meeting** *Ratify what the founders did to set up the organization.*	Chair	Vote
6:15	**4. Adopt the bylaws** *Board size, terms, officers, quorum, meeting rules.*	Chair	Vote
6:30	**5. Elect officers** *Usually chair or president, vice chair, secretary and treasurer.*	Board	Vote
6:40	**6. Adopt a conflict of interest policy** *The IRS gives a sample policy in the Form 1023 instructions.*	Chair	Vote
6:45	**7. Set the fiscal year** *Often January to December or July to June.*	Treasurer	Vote
6:50	**8. Open a bank account and name signers** *Resolution naming the bank and who can sign or approve payments.*	Treasurer	Vote
6:55	**9. Authorize the EIN and the IRS application** *Get an EIN (free from the IRS), then file Form 1023 or 1023-EZ for 501(c)(3) status.*	Chair	Vote
7:05	**10. State and local registrations** *State tax exemption, charitable solicitation registration, registered agent.*	Secretary	Assign
7:10	**11. Set the board meeting schedule** *How often you meet, and where minutes are kept.*	Chair	Vote
7:15	**12. Other business**	Chair	Discuss
7:20	**13. Adjourn** *Chair notes the time.*	Chair	None

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