

# BOARD MEETING AGENDA TEMPLATE



[www.timetospringforward.org](http://www.timetospringforward.org)

This is a general sample template for educational purposes only—not legal, tax, or professional advice. Customize and have it reviewed by qualified counsel before use. Time to Spring Forward, LLC assumes no liability for reliance on this document. Verify current IRS/state rules at [IRS.gov/Charities](http://IRS.gov/Charities).

*Spring Forward Into Excellence!*

## BOARD OF DIRECTORS MEETING AGENDA

[Organization Name]

Date: [Month Day, Year]

Time: [Start Time] – [End Time]

Location: [In-person address /Virtual platform and link]

### 1. Call to Order

- Quorum confirmation
- Welcome and introductions (if new members/ guests)

### 2. Approval of Minutes

- Review and approve minutes from previous meeting *[Date]*

### 3. Reports

- President/Executive Director Report
- Treasurer's Financial Report (include current balance, income, expenses)
- Committee Reports (if applicable: Finance, Program, Governance)

### 4. Old Business

- Follow-up on prior action items
- [Specific unfinished item(s)]

### 5. New Business

- [Topic 1]
- [Topic 2]
- [Topic 3]

**6. Announcements**

- Upcoming events, trainings, or opportunities
- Member comments

**7. Adjournment (2 min)**

- Motion to adjourn

Next meeting date/time

## Instructions

- Keep meetings to 60-90 minutes for efficiency.
- Send agenda at least 2-3 days in advance of scheduled board meeting (5-7 days in advance is ideal).
- Include attachments (reports, proposals) with agenda.

If you need more targeted support, we're happy to help. Reach out to us at [info@timetospringforward.org](mailto:info@timetospringforward.org).