# **Board Meeting Agenda**

*The purpose of a board meeting agenda is to improve the effectiveness of board meetings. It is the tool the chair uses to keep boardroom discussions focused. Although each board will have an agenda that reflects specific topics of relevance to an organisation at that time, several general items will be included on most agendas. This template is suggestive of the sorts of matters that may be included but should not be seen as required or exhaustive.*

**Name of sporting organisation**

date and time

location

**No Item Estimated Time**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item** | **Attachment** | **Speaker** |
|  | **Meeting opening** |  |  |
|  | * 1. Apologies |  |  |
|  | * 1. Director conflict of interest declarations |  |  |
|  | * 1. Previous minutes |  |  |
|  | * + 1. *Confirmation* |  |  |
|  | * + 1. *Matters arising/action list* |  |  |
|  |  |  |  |
|  | **Matters for decision** |  |  |
|  | * 1. Major strategic decisions |  |  |
|  | * 1. Routine decisions |  |  |
|  |  |  |  |
|  | **Matters for discussion** |  |  |
|  | * 1. Chief executive officer’s report |  |  |
|  | * + 1. *Current significant issues* |  |  |
|  | * + 1. *Update on strategic plan implementation* |  |  |
|  | * + 1. *Major key performance indicators* |  |  |
|  | * + 1. *Risk and compliance update* |  |  |
|  | * + 1. *Matters for noting* |  |  |
|  | * 1. Finance report |  |  |
|  | * 1. Discussions concerning forthcoming strategic decisions |  |  |
|  | * 1. Committee minutes |  |  |
|  | * + 1. *Finance, Audit and Risk committee* |  |  |
|  | * + 1. *Nominations committee* |  |  |
|  | * 1. Chair’s update |  |  |
|  |  |  |  |
|  | **Matters for noting** |  |  |
|  | * 1. Major correspondence |  |  |
|  | * 1. Updated board calendar |  |  |
|  |  |  |  |
|  | **Meeting finalisation** |  |  |
|  | * 1. Review actions |  |  |
|  | * 1. Decisions/items for public disclosure |  |  |
|  | * 1. Meeting evaluation |  |  |
|  | * 1. Next meeting |  |  |
|  | * 1. Meeting close |  |  |