

## **Template: Agenda of Board/Executive Committee Meeting**

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

A tool for the development of the Minutes of a Board/Executive Committee Meeting is also available in this toolkit (see Tool 3.12).

[The Association of Ob/Gyn of XXX]

[ADDRESS]

### **Board/Executive Committee Meeting**

[DATE AND TIME]

[VENUE]

### **Proposed Agenda**

1. Call to order
2. Greetings/Presence
3. Approval of the agenda
4. Approval of the minutes of the last Board/Executive Committee Meeting
5. Matters arising from the last meeting
6. Update on activities since the last meeting
  - a. President and/or Executive Director/Chief Executive Officer (if the association has one)
  - b. Other committees (those scheduled to present at the meeting)
7. Treasurer's Report
8. Other Business
  - i. Old Business
  - ii. List all points up for discussion

iii. ....

iv. ....

b. New Business

i. List all points up for discussion

ii. ....

iii. ....

c. Announcements

i. ....

ii. ....

iii. ....

9. Next meeting

10. Adjournment

**Supporting documents that should be made available  
to all Board/Executive Committee members at the meeting**

1. Agenda
2. Minutes of the previous meeting
3. Financial reports
4. Other pertinent documents (e.g. draft policies, guidelines that will be reviewed and/or adopted, etc.; project progress reports; evaluation reports)

If the health professional association has developed a Board/Executive Committee Manual, one copy should be available for consultation. Copies of the association's governing documents and strategic plan should also be available.