# Board Meeting Agenda Template (U.S. Format)

Organization Name: [Insert Name]

Date: [Insert Date]

Time: [Insert Start – End Time]

Location: [Insert Address or Virtual Meeting Link]

Meeting Chair: [Insert Name]

1. 1. Call to Order
2. 2. Roll Call / Quorum Check
3. 3. Approval of Agenda
4. 4. Approval of Prior Meeting Minutes
5. 5. Conflict of Interest Disclosures
6. 6. Executive Director / CEO Report
7. 7. Financial Report
8. 8. Old Business
9. 9. New Business
10. 10. Committee Reports
11. 11. Board Discussion / Strategic Items
12. 12. Votes & Resolutions
13. 13. Next Meeting Date
14. 14. Adjournment