STRATEGICALLY GOVERNING YOUR FOUNDATION

GET HERE WHEN YOU CAN GUY

Late. Every. Time.

Focus & Direction:

A well-organized agenda keeps the meeting on track by outlining key

discussion points, preventing tangents and ensuring that the board stays

focused on critical issues related to the organization's mission and goals.

Informed Decision-making:

By presenting relevant information and data in advance, the agenda allows

board members to thoroughly review and consider all aspects before making

informed decisions.

Efficient Use of Time:

A structured agenda with allocated timeframes for each topic helps to

maximize the productivity of meetings and avoid unnecessary delays.

Board Member Engagement:

When an agenda is clear and comprehensive, it encourages participation

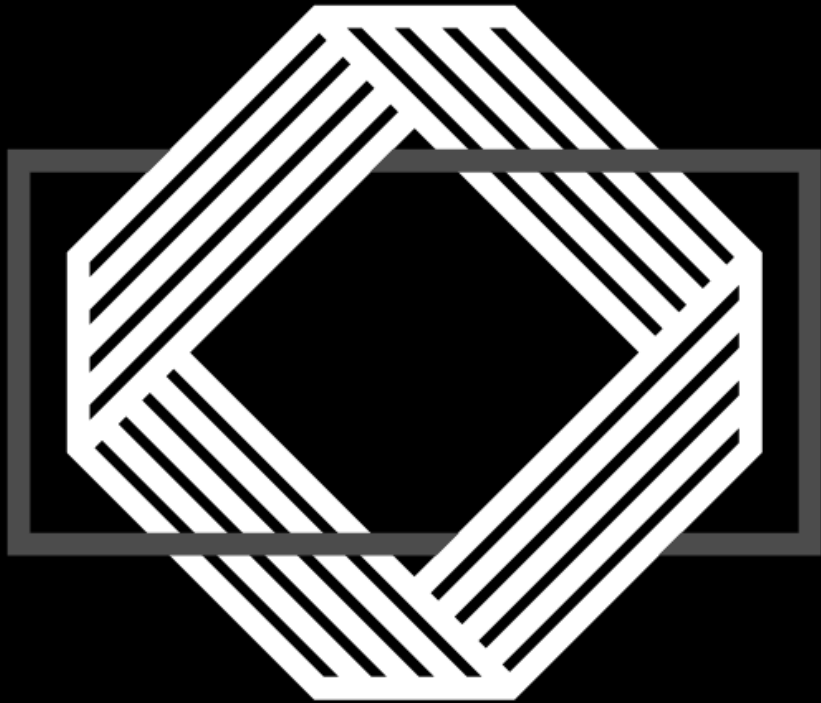from all board members, fostering a sense of ownership and accountability.

Transparency & Accountability:

A well-developed agenda demonstrates transparency by outlining the topics to be discussed and the expected actions from the board, enhancing accountability to stakeholders.
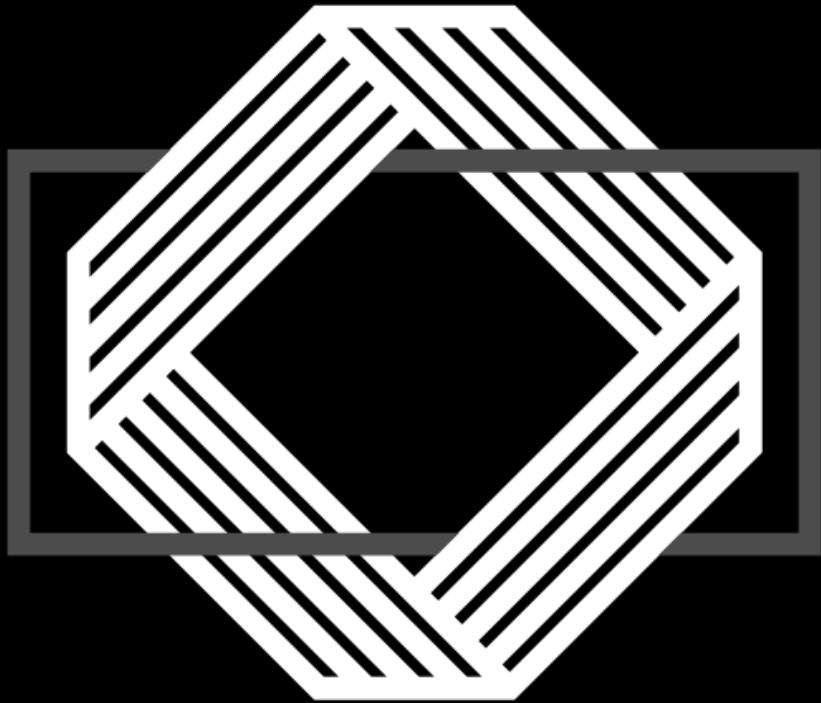
Strategic Planning:

An effective agenda includes items that align with the organization's strategic plan, allowing the board to regularly monitor progress and make necessary adjustments.
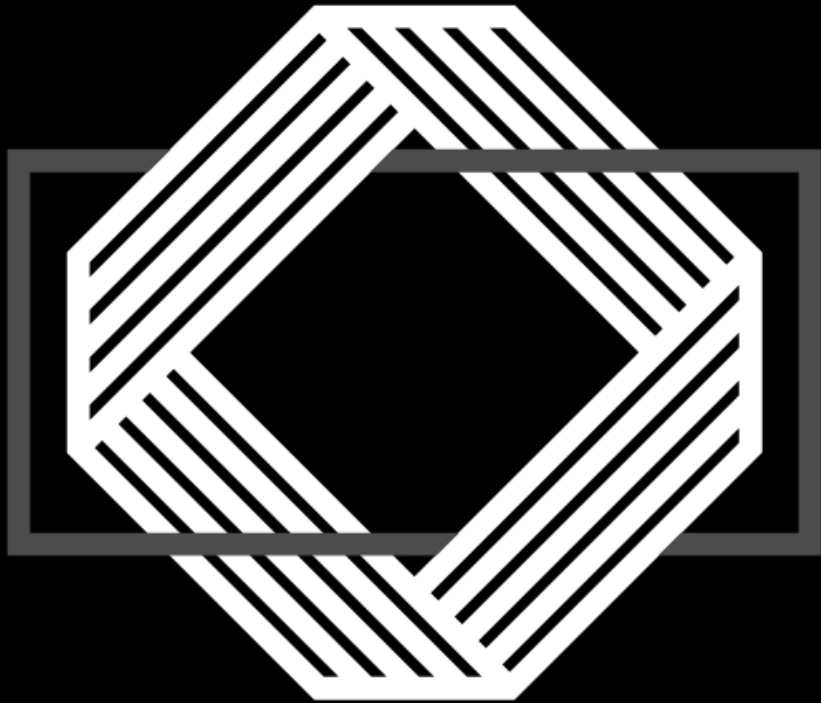
. Clear Objectives:

Each agenda item should have a defined purpose and

expected outcome to guide discussion and decision-
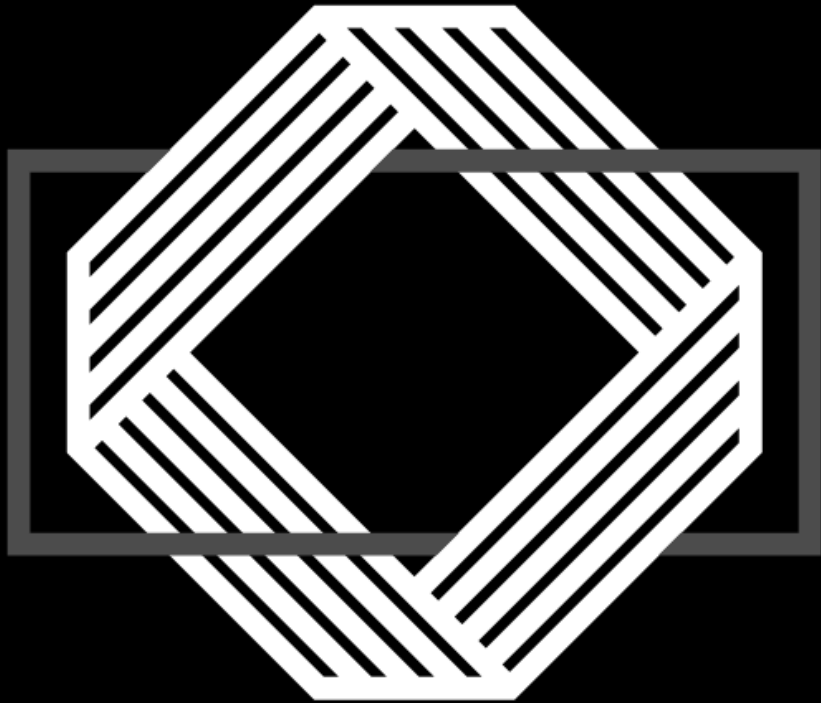
making.

. Prioritization:

Items should be arranged in a logical order, with the most
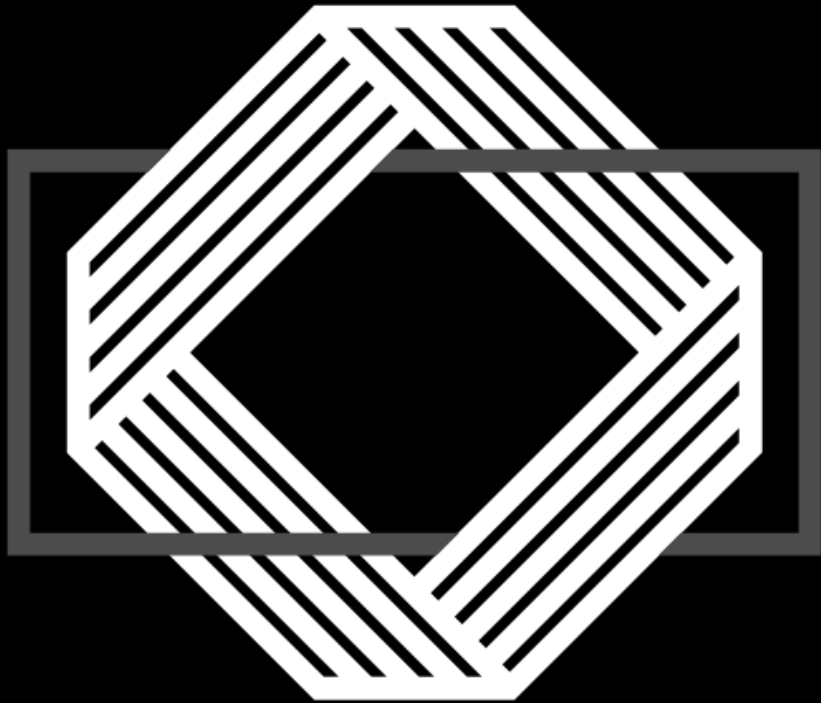
important topics discussed first

.   Pre-Circulation:

The agenda should be distributed to board members well in

advance of the meeting to allow for preparation and

thoughtful input.

.   Action Items:

Clearly identify items where specific decisions or actions

are required from the board.

. Follow-up:

Include time to review action items from previous meetings

and track progress on ongoing initiatives.

LET'S PUT IT TO ACTION: