

# Board Agenda Template

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January 2014

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# Board Agenda

Meeting of Board of Directors

Date:

Location:

Education session at

Agenda Item	Time	Action Required			Responsibility
		Information	Discussion	Decision	
1. Call to order					
1.1 Quorum					
1.2 Declaration of conflicts					
1.3 Approval of agenda					
2. Approval of previous meeting minutes					
3. Business arising from minutes (not otherwise covered on agenda)					
4. Matters requiring decision					
4.1 First item					
4.2 Second item					
4.3 Third item					
5. Matters for discussion					
5.1 First item					
5.2 Second item					
6. Information only items					
6.1 First item					
6.2 Second item					
7. Other business					
8. <i>In-camera</i> session – separate agenda					
9. Date of next meeting					
10. Adjournment					

## Notes

1. The template above has three main categories of business:
  - a) **Decision items** – Board is required to reach a decision in the meeting.
  - b) **Discussion items** – items where a future decision will likely be required and they are placed on the agenda so either Board committees or management can receive the advice and input of the Board before a final recommendation is brought forward.
  - c) **Information items** – matters in which there is no decision required at the current meeting and where discussion is not anticipated. The Board may have questions or comments on these matters.
  
2. The agenda for the in-camera portion will usually follow a similar format. However, as it is a continuation of the meeting, there is no call to order or declaration of quorum. There may be another call for conflicts related to the in-camera portion of the meeting. Some boards may hold the in-camera portion first.

Reproduced from the Ontario Hospital Association: Governance Centre of Excellence. *Guide to Good Governance – Second Edition*. Toronto: Ontario Hospital Association, 2011.