

Board Agenda Template

Prepared by: Dionne A. Falconer, Consultant

January 2014

Copyright Statement

Production of *Board Agenda Template* has been made possible through financial contributions by the AIDS Bureau, AIDS and Hepatitis C Programs, Ministry of Health and Long-Term Care, Ontario.

Copyright to *Board Agenda Template* is held by the Ontario Organizational Development Program (OODP). The OODP acknowledges the contributions of its consultant, Dionne A. Falconer, in preparing this document.

The OODP encourages the use of *Board Agenda Template* by organizations. However, any such publication shall acknowledge OODP as the source and Dionne A. Falconer as the Author. Its content cannot be edited or otherwise altered without permission of the OODP.

Board Agenda Template

[Name of organization]

Meeting of Board of Directors

Date: [insert date]

Location: [insert address & room identifier]

Education session [insert topic] at [insert time]

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.