

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.