**SAMPLE TEMPLATE – Illustrative Agenda**

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| **Meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Timing** | **Agenda Item** | **Action Required (Decision\*, Discussion, Information)** | **Who is respon-sible?** | **Resource Materials (reports, budget, etc.)** | **Outcome (What happened)** | **Follow-up Action (Who, When)** |
| 7 p.m. | Call to order |  |  |  |  |  |
| 7-7:05 | Approval of agenda |  |  |  |  |  |
| 7:05-7:10 | Reading & approving minutes |  |  |  |  |  |
| 7:10 – 7:15 | Correspondence |  |  |  |  |  |
| 7:15 – 7:45 | Reports |  |  |  |  |  |
| 7:45 – 8:45 | Old business |  |  |  |  |  |
| 8:45 – 9:45 | New business - most urgent first |  |  |  |  |  |
| 9:45 – 9:50 | Announcements |  |  |  |  |  |
| 9:50 – 9:55 | Next meeting date |  |  |  |  |  |
| 9:55 – 10 | Adjournment – recap of meeting accomplishments |  |  |  |  |  |
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\* Decision-making items should have a corresponding motion to be voted upon.

*Source: “Board Development – Meetings that Work” PDF, Board Development Program, Alberta Culture and Community Spirit.*