**BOARD MEETING AGENDA TEMPLATE**

|  |  |
| --- | --- |
| **Date:** | [Date] |
| **Location:** | [Location] |
| **Time:** | [Time] |

**Attendees:**

[Name]  
[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

# Opening Business

* Introductions
* Approval of minutes

# Reports

* President
* Treasurer
  + Current balance in account(s) = [Amount]
* Membership
  + Current Membership = [Name]
  + Membership promotion plans
* Communications
  + Current Communications Needs
  + Email newsletter dates
  + Social media updates
* Recent Grad Chair
* Career/Networking Chair
* NAA Regional Director

# Items for Discussion

* Club Presidents’ Notes update from the NAA
* Leadership Symposium
* [Item Discussion]
* [Item Discussion]
* [Item Discussion]

# Review of Events Held Since Last Meeting

* [Event #1]
* [Event #2]
* [Event #3]
* [Event #4]
* [Event #5]
* [Event #6]

# Overview of Upcoming Events

* [Event #1]
* [Event #2]
* [Event #3]
* [Event #4]
* [Event #5]
* [Event #6]

# Other Business

* Upcoming Board Meetings

|  |  |
| --- | --- |
| **Date:** | [Date] |
| **Location:** | [Location] |
| **Time:** | [Time] |

# Action Items/Next Steps

* List items to be completed or in progress by next meeting, list owner

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |