**BOARD MEETING AGENDA TEMPLATE**

|  |  |
| --- | --- |
| **Date:** | [Date] |
| **Location:** | [Location] |
| **Time:** | [Start and end time of meeting] |

**Attendees:**

[Name]  
[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

# Opening Business

* Introductions
* Approval of minutes

**Membership**

|  |  |
| --- | --- |
| **Current Membership** | **Promotion Plans** |
| [Membership] | [Plans] |
| [Membership] | [Plans] |
| [Membership] | [Plans] |
|  |  |

**Communications**

|  |  |  |
| --- | --- | --- |
| **Communications Needs** | **Newsletter Dates** | **Social Media Updates** |
| [Need] | [Date] | [Update] |
| [Need] | [Date] | [Update] |
| [Need] | [Date] | [Update] |
|  |  |  |

**Items for Discussion**

* Club Presidents’ Notes update from the NAA
* Leadership Symposium
* Other

**Review of Events Held Since Last Meeting**

* [Event]
* [Event]
* [Event]
* [Event]
* [Event]
* [Event]
* [Event]
* [Event]

**Overview of Upcoming Events**

* [Event]
* [Event]
* [Event]
* [Event]
* [Event]
* [Event]
* [Event]
* [Event]

**Other Business**

|  |  |  |  |
| --- | --- | --- | --- |
| **Upcoming Meetings** | **Dates** | **Time** | **Location** |
| [Meeting] | [Date] | [Time] | [Location] |
| [Meeting] | [Date] | [Time] | [Location] |
| [Meeting] | [Date] | [Time] | [Location] |

**Action Items/Next Steps**

* [Items]
* [Items]
* [Items]
* [Items]
* [Items]
* [Items]
* [Items]
* [Items]