

# Template board meeting agenda

## A sample board agenda<sup>1</sup>

[Name of company]

Board meeting agenda

[date and time]

[location]

NO ITEM	ESTIMATED TIME
<b>1. In camera session</b>	<b>30 minutes</b>
<b>2. Meeting opening</b>	<b>30 minutes</b>
2.1 Acknowledgement of Country	
2.2 Acknowledgement of quorum and apologies	
2.3 Director conflict of interest disclosures	
- 2.3.1 Confirmation	
- 2.3.2 Matters arising/action list	
2.4 Previous minutes	
2.5 Starring of items	
<b>3. Matters for decision</b>	<b>60–120 minutes</b>
3.1 Major strategic decisions	
3.2 Routine decisions	

<sup>1</sup> Adapted from Kiel et al, 2012, op cit., p 472.

NO ITEM	ESTIMATED TIME
<b>4. Matters for discussion</b> Strategic Performance Reports 4.1 CEO's report <ul style="list-style-type: none"> <li>- 4.1.1 Current significant issues</li> <li>- 4.1.2 Matters for approval</li> <li>- 4.1.3 Update on strategic plan implementation</li> <li>- 4.1.4 Major key performance indicators</li> <li>- 4.1.5 Risk and compliance update</li> <li>- 4.1.6 Matters for noting including discussions concerning...</li> </ul> 4.2 CFO's report Board Operations 4.4 Committee minutes <ul style="list-style-type: none"> <li>- 4.4.1 Audit and risk committee</li> <li>- 4.4.2 Governance committee</li> </ul> 4.5 Other matters for discussion 4.6 Chair's update <ul style="list-style-type: none"> <li>Professional Board Development</li> </ul> 4.7 Presentations by management <ul style="list-style-type: none"> <li>Changes in operating environment</li> </ul> 4.8 Disclosure of any strategic gossip known to Directors/executive	60–120 minutes
<b>5. Matters for noting</b> 5.1 Major correspondence 5.2 Common seal, if applicable 5.3 Updated board calendar 5.4 Other matters for noting	10 minutes
<b>6. Meeting finalisation</b> 6.1 Review of decisions and actions to be taken 6.2 Decisions/ items for public disclosure 6.3 Meeting evaluation 6.4 Next meeting 6.5 Meeting close	10 minutes

## ACKNOWLEDGEMENT OF COUNTRY

The Australian Institute of Company Directors acknowledges the Traditional Custodians of the Lands on which we are located and pay our respects to the Elders, past and present. We acknowledge the First Nations people across this Country and recognise their unique cultural and spiritual relationships to the Skies, Land, Waters, and Seas and their rich contribution to society.

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