



Name of Organization

20__ - 20__ Board Meeting Planner

Adapted with permission from Fridman Strategies, 2023

DATE/TIME	MEETING THEMES/TOPICS	VOTES TO BE TAKEN	BOARD EDUCATION/DEVELOPMENT	AMBASSADORSHIP/DEVELOPMENT ACTIVE COMPONENT	STAFF/GUEST SPEAKERS	MATERIALS SENT AHEAD/NOTES
September		Approve minutes				
October		Approve minutes				
November		Approve minutes				
December		Approve minutes				
January		Approve minutes				
February		Approve minutes				
March		Approve minutes				

April		Approve minutes				
May		Approve minutes				
June		Approve minutes				
July		Approve minutes				
August		Approve minutes				

In addition, for each meeting consider:

- Social Component
- Ice Breaker
- Words of Inspiration/Mission Touch
- Dashboard
- President's Update sent before
- Executive's Report sent before
- Finances sent before
- Facilitation Techniques to encourage active participation
- End with Upcoming Dates and Next Steps/Assignment
- Meeting Evaluation