

**Board Meeting Checklist**

**The Meeting Agenda**

* Prepare the agenda at least one week in advance of the meeting to allow time to prepare the board package.
* Is there purpose for every item on our agenda?
* Will the agenda allow for involvement?
* Are the items listed in order of importance?
* Give time limits for agenda items, if needed.

**Board Information Packages**

* Have we organized the information so that it is in order of agenda items?
* Send the board agenda and reports 5 days in advance.
* Have we done a ‘reality check’ in terms of what we are expecting board members to read? (i.e. have we overloaded them unrealistically?)
* Consider what can be read ahead of time and what is appropriate to attach for the meeting.

**Meeting Preparation**

* Have we consulted with our board members about dates and time of the day/week, before setting our meeting schedule? (Consider keeping same date & time of meeting or discuss to change with new needs).
* Inform all board members of the meeting schedule.
* Do we have a system for ensuring annually recurring items are brought forward at the right time?