



Sample Agenda for a Regular CEO/Board Chair Meeting

Agenda

1. Check-in

It is critical to build rapport. Prioritize people over tasks. Check in with each other about family, work, vacations, achievements, and struggles. Don't just dive into work. We are people. We want to enjoy each other. Trust and rapport will build a strong organization.

2. Critical information

This is where you get the "big rocks" out of the way. Is there a major challenge happening at the board level? Is there a major challenge with fundraising or the financials? How about staffing or vendors? Any looming problems with programs? How about key stakeholders? Feel free to bring up things here that can't be solved right away.

3. Finance update

This is where you will consistently cover the same financial items every time you meet, even if there isn't much new information to discuss. Some ideas include budget, cash-flow, big changes in revenue/expenses expected, policies, audits/990s/compliance, etc.

4. Development

You should regularly discuss fundraising. First up is *board* fundraising. How will you and the board chair address board members who aren't carrying their weight? How is the board development committee performing? Grants, events, online/individual donors, planned-giving, government or corporate support? Are you adequately diversifying?

5. Program update

Regardless of whether your board has a program committee, the board needs to know how programs are performing. It is the meat of the work towards your mission. It is the sexy part of the organization. Without getting too far into the weeds, share with the ED the challenges and highlights. Seek input but be clear that changes to programs may be complicated.

6. Other/Miscellaneous.

7. Recap & Action items w/deadlines

8. Next Meeting: Date & Agenda (*Contact MTG for sample meeting agenda's/minutes*)

(These meetings should be as much about you helping/pushing the board chair on managing the board as on them "managing" you or giving you input.) Go to NonprofitFixer.com for [free](#) and [inexpensive tools](#), [courses](#), and [great tips and tactics](#) and follow me on social sites. No part of this document's contents may be reproduced or disseminated without permission. © Mind the Gap Consulting)