**Q1 Board Meeting Sample Agenda**

**Anywhere Hearing Society**

**Board Meeting Agenda**

Date, Time

Location

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Reports (include those that apply to your chapter per chapter bylaws)
   1. President
      1. Year in Review
      2. Review of Board’s fiduciary duties (should be performed at least once per year, preferably at the meeting immediately following officer installation)
      3. Review of Conflict of Interest policy (all Board members required to sign disclosure forms; should be performed at least once per year, preferably at meeting immediately following officer installation)
   2. Executive Director
      1. Status of state/provincial filings (incorporation/charter, licenses, applications)
   3. Treasurer
      1. Review budget and fundraising goals
      2. Review Financial Report
   4. Nominating Committee
      1. Officer elections
   5. Ethics Committee
   6. Membership Committee
   7. Public Relations Committee
   8. Convention/Education Committee
5. Old Business (add items as appropriate)
   1. Status of pending action items (list them)
6. New Business
7. Comments and Announcements
8. Adjournment

Next meeting date:

**Q2 Board Meeting Sample Agenda**

**Anywhere Hearing Society**

**Board Meeting Agenda**

Date, Time

Location

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Reports (include those that apply to your chapter per chapter bylaws)
   1. President
      1. Introduce new board members (if appropriate)
   2. Executive Director
   3. Treasurer
      1. Review Financial Report
      2. Mid-year budget v. actual
      3. Audit presentation and board approval
      4. Status of annual tax filing
   4. Nominating Committee
   5. Ethics Committee
   6. Membership Committee
   7. Public Relations Committee
   8. Convention/Education Committee
5. Old Business (add items as appropriate)
   1. Key Success Metrics for the Year
   2. Status of pending action items (list them)
6. New Business
7. Comments and Announcements
8. Adjournment

Next meeting date:

**Q3 Board Meeting Sample Agenda**

**Anywhere Hearing Society**

**Board Meeting Agenda**

Date, Time

Location

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Reports (include those that apply to your chapter per chapter bylaws)
   1. President
      1. Introduce new board members (if appropriate)
   2. Executive Director
   3. Treasurer
      1. Review Financial Report
      2. Discussion of key elements of next year’s budget
      3. Discussion of fundraising needs through end of year
   4. Nominating Committee
   5. Ethics Committee
   6. Membership Committee
   7. Public Relations Committee
   8. Convention/Education Committee
5. Old Business (add items as appropriate)
   1. Key Success Metrics for the Year
   2. Status of pending action items (list them)
6. New Business
   1. Annual Goal Setting for Upcoming Year
7. Comments and Announcements
8. Adjournment

Next meeting date:

**Q4 Board Meeting Sample Agenda**

**Anywhere Hearing Society**

**Board Meeting Agenda**

Date, Time

Location

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Reports (include those that apply to your chapter per chapter bylaws)
   1. President
      1. Annual review of bylaws to determine any necessary updates
   2. Executive Director
   3. Treasurer
      1. Review Financial Report
      2. Presentation of next year budget for board consideration and adoption (should tie to annual goals for chapter set in Q3)
   4. Nominating Committee
      1. Discussion about board member recruitment for next elections
   5. Ethics Committee
   6. Membership Committee
   7. Public Relations Committee
   8. Convention/Education Committee
5. Old Business (add items as appropriate)
   1. Key Success Metrics for the Year
   2. Year in Review: Successes, Challenges, Lessons Learned
   3. Status of pending action items (list them)
6. New Business
   1. Board Member Appreciation
7. Comments and Announcements
8. Adjournment

Next meeting date: