

Agenda



An agenda provides structure and focus for your meeting. It's recommended that all meetings have an agenda and the agenda is circulated prior to the meeting.

Agendas generally include a reading of the last meeting's minutes or notes, relevant announcements, a review of the topics for discussion and a roll call.

An agenda helps you keep on track:

- 1 Everyone can direct their attention to the matters at hand when there is an agenda.
- 2 It allows other attendees and speakers time to prepare.
- 3 It encourages participation. Clear outlines of what will be talked about foster diversity of thought.
- 4 Having the discussion topics planned in advance helps keep you within the meeting timeframe.

Agendas are flexible and can be adjusted for your organisation's needs.

Standard agenda items are:

- Conflict of interest register: note any conflict of interests
- Health and safety: have there been incidents reported?
- GM or Executives Report tabled
- Financial report, treasurer reports



Let members prepare questions and answers ahead of time, to help keep on schedule.



Agenda Guide

Click [here](#) to link to an editable template to use

Agenda Board of	Meeting number: _____ Date: _____		
	Time: From: _____ To: _____		
	Location: _____		
Item	Status	Presented By	Time Allocation
Administrative			
1. Board-alone time		Chair	
2. Welcome, karakia,		Chair	5-10 mins
3. Conflicts of interest register		Chair	
4. Minutes of the last meeting		Chair	
5. Matters arising from last meeting		Chair	
Reporting			
Management report			
Financial report			
Health and safety report			
Key topics that need board approval			
Vote: Yes / No / Abstain			
Board Discussion Papers			
Funding opportunities	●		
Sponsorship opportunities			
Any general business			
In Closing			
Review of meeting		All	
Last question of the day			
Next meeting	Meeting number: _____ Date: _____		
	Time: From: _____ To: _____		
	Location: _____		

Key to symbols ● On track ● Needs focus ● Urgent

GOOD PRACTICE TIP
Send your agenda out one week prior to meeting

Minutes



Basics of taking effective meeting minutes

Minutes are the official record of the actions and decisions of the board. They are taken every meeting and approved the next time the board meets.

Minutes of your meeting:

- inform absent members of the discussion and decisions made
- serve as an official record of discussion for future references
- provide 'takeaways' for meetings that are informational
- note the important details.

GOOD PRACTICE TIP

Keep notes clear and simple
Use a template for regular meetings



Generally, meeting minutes will include:

Subject of the meeting

Location (if relevant)

Date and time (including start and finishing times)

Attendees (including absences and apologies)

Agenda items

- Record of votes – moved, seconded and results
- Status of action points
- Date and time of next meeting
- Expected actions from your board member by next meeting
- Items to be discussed in your next meeting

GOOD PRACTICE TIP

Ask for approval if using a recording device



GOOD PRACTICE TIP

Send your minutes out for review and approval within a week after the meeting

See the guide and template on next page

Minutes Guide

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Minutes of the meeting of	Meeting number:	Date:
	Time: From:	To:
	Location:	
Present:		
Apologies:		
Administrative		
1. Welcome / Karakia		
2. Conflicts of interest register		
3. Minutes of the last meeting		
Resolution: <i>That the minutes of the meeting dated XXXX be accepted as a true and accurate record.</i>		
Moved: [by] Seconded: [by]		
Motion passed: Yes / No		
4. Matters arising from the minutes of last meeting		
Financial Reports		
Resolution: <i>That the financial report for the period dated XXXX be received and approved.</i>		
Moved: [by] Seconded: [by]		
Passed: Yes / No		
Management Reports		
Resolution: <i>That the management report for the period dated XXXX be received and approved.</i>		
Moved: [by] Seconded: [by]		
Passed: Yes / No		
Board Discussion Papers		
Funding opportunities		
Sponsorship opportunities		
General business		
Next meeting:		
The next meeting of will be held on [date] , [time] at [location]		
These minutes have been accepted as a true and accurate record by the board of		
Signed: _____ Date: _____		
Chair		

Keep a current register and ask for any conflicts at each meeting

Record who has voted for or against

You need to approve the report

Financial Reports



You can make informed decisions about the financial sustainability of your organisation if you take the time to understand your financial accounts and ask questions relating to:

- your organisation's financial report
- balance sheet and budgets
- annual reports
- understand contracts or agreements your organisation might have in place
- your responsibilities as a trustee/ board member



All board members have legal responsibilities

As a board member your legal responsibilities are to have a good understanding of:

- your organisation's constitutional document and its legal structure
- laws that may apply to your organisation such as health and safety, tax, contract and labour laws.

Put these topics on your agenda and keep track of important reports.

Good practice advice

- review your financial reports at every board meeting
- don't just rely on the Treasurer, it's your duty as a board member to ensure good financial decision are being made
- ask about the main risks to your organisation and hold strategy sessions until you as a board are comfortable the right decisions are being made

Financial accountability is every board member's responsibility

If you can, upskill your board with governance financial training courses

Statement of Financial Position


Click [here](#) to link to an editable template to use

	Status	Actual (this year) \$	Budget (this year) \$	Forecast (future projection of costs) \$
Revenue/Income				
Donations, fundraising and similar revenue (contracts)				
Fees, subscriptions, and other revenue members				
Any income from providing goods or services				
Other				
Total revenue				
Expenses				
Expenses related to public fundraising				
Volunteer and employee costs				
Costs related to goods and services				
Other expenses				
Total Expenses				
Other items to consider				
Assets				

Key to symbols  On track  Needs focus  Urgent

Comments on financial statements

Provide more information for your board

	Status
Is funding on track?	
Should insurance be reviewed?	

Strategy Sessions



What does strategy mean and how to run a strategy session

Strategy is all about identifying what is important to your organisation survival, ability to thrive and connect to your kaupapa – your why.

When done well the strategic plan can play a pivotal role in the growth and success of your organisation and provides you and the other members with a blueprint on how to respond to opportunities and challenges.

GOOD PRACTICE TIP

Set aside 30–45 minutes in your agenda once or twice a year

A successful strategy meeting:

- helps to address the risks and opportunities facing your organisation
- brings the group to focus on the relevant issue together
- helps build consensus – everyone gets to share their thoughts and ideas
- provides a facilitated, guided session.

Outcomes

Agree on the next steps –

- who will be involved?
- what help do you need?
- check in, follow up sessions

GOOD PRACTICE TIP

Provide the group with relevant information ahead of time

Topic under discussion

Risks

Opportunities

Plan of action:

Use a whiteboard to visually show and share ideas and plans of action



Governance CV



A good governance CV should provide your future board with governance information, facts and type of organisation you have served on. You can include any membership groups you may have joined, your work career to date.

A governance CV can also help tell your future board about who you are and what is important to you, particularly if you do not have governance experience, and why you are interested in volunteering your time to important kaupapa.



Creating a good governance CV is worth taking the time – highlight your board experience if applicable first, then list your career history.

A governance CV should:

- detail your experience of working with boards
- describe the size and type of organisations you have worked with
- list your governance and work histories.

What to do if you don't have any governance experience?

If you don't have any board roles to list on your governance CV, take the time to write a bit of an introduction about yourself and why you would like to serve on the board.

Some suggestions are; include any volunteer roles or community projects you have worked on. Share details about why you are interested in a board role, what is important to you and why you want to help.

Boards are voluntary in the NFP sector, so it's important you are there for the right reasons:

- you are passionate about the cause
- you have the time; and
- you are committed to achieving the outcomes for the organisation to be successful.

See the guide on next page

Governance CV Outline

Click [here](#) to link to an editable template to use

Name:

Mobile:

Email:

Photo
(optional)

About you

Share details of why you are interested in the organisation, e.g. volunteer roles, community projects, interests and passions; and highlight your abilities and strengths.

Key skills and experience

Governance experience (if any)

Organisation Name month / year to present

Role eg Director

A brief description of the organisation.

Include participation in major projects, key achievements, sub-committees etc.

Include the dates you started and finished

Organisation Name month / year to month / year

Role eg Chair

A brief description of the organisation. Include participation in major projects, key achievements/input, sub-committees etc.

Leadership / managerial experience

Organisation Name

Role/Title

- Responsibilities
- Achievements

Organisation Name

Role/Title

- Responsibilities
- Achievements

Specify your role in the organisation, e.g. treasurer, chair

Education and qualifications

Course / Degree

Any professional memberships and languages

Annual General Meeting

What is an AGM and what do I need to know?

Annual General Meetings are essential business for not-for-profits, with NFP/NGOS associations required to hold an AGM once a year.

Some NFP are member organisations where you can attend in person and the Chair will run the meeting.

A financial report for the year based on performance will be presented and an operational meeting report will be presented.



At an AGM you can:

- elect or vote chair, members of the board, elected officers
- Record minutes and any motions or recommendations approved
- Follow board charter or amend, update or change your constitution
- Required to follow quorum for the board to make decisions



AGM Agenda Guide

Click [here](#) to link to an editable template to use

Agenda		Meeting number: _____ Date: _____
Board of _____		Time: From: _____ To: _____
		Location: _____
Item		Presented By
Administrative		
1. Welcome, karakia		President/Chairperson
2. Apologies		Secretary
3. Review of actions from previous annual general meeting		President/Chairperson
4. Acceptance of minutes of previous annual general meeting		President/Chairperson
5. President/Chairperson's report		President/Chairperson
6. Treasurer's report		Treasurer
7. Proposed resolutions		
Proposed resolution	Moved by	President/Chairperson
Proposed resolution	Moved by	
Proposed resolution	Moved by	
8. Acceptance of financial statements		Treasurer
9. Acceptance of annual report		President/Chairperson
10. Appointment of and questions to the auditor		Treasurer
11. Election of directors		Returning officer
12. Invited speakers		
Success stories from guest speakers or branches of the organisation		Guest speakers
13. Meeting close		President/Chairperson

Invite individuals to speak, and share your organisation's success

If members have travelled to your AGM show some manaakitanga and provide food and refreshments



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