



Board Agenda Checklist

19 Meeting Topic Questions to Create Your Next Board Meeting Agenda

Set Clear Ground Rules for Meeting Topics

- 1. Is it strategic and timely for discussion?
- 2. Will the board have valuable input on the topic or is it better handled by a committee?
- 3. Is it part of providing appropriate oversight duties?
- 4. Is it important to execute the board's fiduciary duty?

For the chief executive or lead director:

- 5. Are you including routine business typically managed in board meetings?
- 6. Are there new special projects (e.g., a post-merger technology integration) that require board deliberation?

For the secretary:

- 7. What are the regularly scheduled reviews and readouts that deserve board visibility?
- 8. Are there compliance requirements or reports that are part of the board's responsibility?
- 9. Have you included periodic topics such as board assessments, compensation reviews, or CEO evaluations?

Review Previous Board Meeting Agendas & Minutes

- 10. Are there any unresolved discussions from the previous meeting's board agenda?
- 11. What are the issues or topics that surfaced in the last board meeting, especially those mentioned in the board minutes, but yet to be discussed?

Revisit Strategic Plans for the Organization

- 12. What are the specific elements in the strategic plan that are seeing success? Which could use additional investments?
- 13. What the strategic plan elements that are not seeing significant progress and need to be updated, altered, or re-evaluated by the board?

What's Making News or Trending?

- 14. Are there any relevant exogenous topics from news cycles that can have a favorable or impeding effects on the organization's strategic plan?

Don't Forget to Seasonal Activities and Reports

- 15. Do any seasonal topics such as budget approvals, strategic planning, compensation reviews, and performance assessments need board consideration?
- 16. Is it time for the board to review quarterly or annual reports from standing committees including the Audit, Governance, and Finance committees?

Check KPIs, OKRs, and Other Objectives

- 17. Does the agenda include performance indicators or other objectives showing irregular variances and can be helped by the board?

Anticipate Upcoming Organizational Changes

- 18. Are there any upcoming significant personnel changes that require board review such as executive promotions, key departures, or RIFs?
- 19. Are there any upcoming significant organizational changes such as acquisitions, divestment plans, reorganization plans, and merger possibilities, etc.?