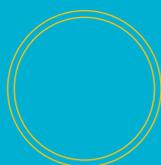
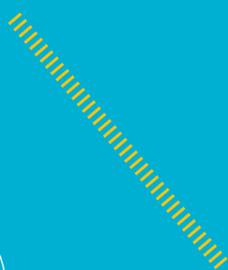
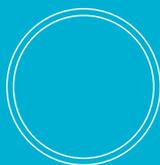
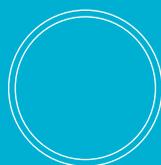
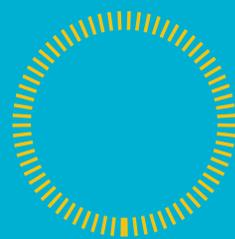


Board meeting agendas



A guide to writing good Board meeting agendas

Take your co-op to the next level



Guide to writing good Board meeting agendas

Good Board meeting agendas help the Board of a co-op to keep discussion focused on vision and goals of the co-op rather than getting bogged down in the operational detail and as such make it easier for Board to demonstrate that it is following through on its responsibility to set the direction and strategy of the co-op.

An agenda is provides the skeleton for a Board meeting, providing focus and direction for the progress of the meeting. A good chair will work through the agenda efficiently to ensure that meeting stays on topic and that participants remain engaged.

5 top rules for agenda setting

1. **Determine the goals of the meeting**
2. **Identify agenda items based on meeting the defined goals.**

It important that the specific directors or officers are identified to lead/report (sponsor) on particular agenda items and that adequate time is allowed for discussion and a decision, if necessary, to be reached.

3. **Prepare attendees**

If specific attendees are required to lead/speak/report on a particular agenda item, ensure that they are informed prior to sending out the agenda so that they can prepare in advance and remember to bring items to the meeting needed to help them deliver their item.

4. **Organise the agenda**

People are more alert towards the beginning of a meeting so set high priority items and/or items that require lengthy discussion at the top of the agenda.

5. **The agenda forms part of the meeting papers**

Remember to consider the co-op's governing document to confirm when and how notice shall be sent out.

6. **At the meeting**

Conform to the agenda by beginning and ending the meeting on time. It is a good idea to have a "sweep up" item on the agenda after all agenda items have been addressed allowing a specified time for attendees to raise other relevant issues and/or items that need to be brought to the next Board meeting.

Essential reading

See also [The essential chairperson](#) and [Effective minute taking](#) at www.uk.coop/guides

While every effort has been made to compile the information in this factsheet from the most authoritative and up-to-date sources, Co-operatives UK can accept no liability for any loss made as a result of any error or omission. If you are in any doubt as to the currency of this fact sheet, please contact advice@uk.coop

Reviewed June 2017

Template Board meeting agenda

AGENDA

[CO-OPERATIVE REGISTERED NAME AND NUMBER]

Meeting of the Board of Directors

To be held at [X] on [X] at [X] [in person] [by telephone]

Item No.	General business	Purpose	Sponsor	Category	Time
1	Apologies	To receive and record apologies for absence.	Chair	Governance	2 mins
2	Declarations of interest	To request and record any notifications of declarations of interests or gifts and hospitality received.	Chair	Governance	5 mins
3	Minutes of last meeting	To formally approve the minutes of the last meeting and confirm actions allocated at that meeting	Chair	Governance	5 mins
4	Matters arising	To record any matters arising not covered by the agenda	Chair	Governance	5 mins
	Subject 1	Purpose	Sponsor	Category	Time
5				Strategy / Regulatory / Policy / Finance	
6					
	Concluding business	Purpose	Sponsor	Category	Time
7	AOB	To receive any further business not covered on any agenda, and agreed by the Chair.	Chair	Governance	5 mins
8	Review of meeting	To review the effectiveness of the meeting and agree any resulting actions	Chair	Governance	5 mins
9	Date, time and venue of next meeting	To note the details of the next meeting	Chair	Governance	1 min

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