**Corporation / Association Name**

**ICN or ACN**

**Date:**

**Place you will meet:**

**Time meeting starts:**

### Agenda item 1: Welcome, attendance and apologies

### Agenda item 2: Declaration of directors’ interests or any conflict of interest.

### Agenda item 3: Confirm Minutes of previous meeting and report on actions and business arising from the previous meeting.

### Agenda item 4: Confirm any decisions made by Directors outside of a meeting.

### Agenda item 5 – Corporation reports. This might include

### CEO or Chairman to update to the Board on activities since the last meeting.

### Financial reports by the Treasurer

### Operational reports

Agenda item 6. ……………………………..

There can be any number of agenda items. It depends on what business the Directors need to talk about.

Agenda item 7. ………………………….

Agenda item 8. …………………

Agenda item #. Any other business

Agenda item #. Date, place and time of next meeting.