

eG Meeting Agenda Template

Agenda Template

COMPANY NAME

ABN xxxxxxxxxxxxxx

BOARD MEETING AGENDA

Board Meeting Date: XXXX

Location: XXXX

Commencement Time: XXXX

	Estimated Time
1. In-camera Session	30 mins
2. Meeting Opening 2.1 Apologies 2.2 Director Conflict of Interest Disclosures 2.3 Previous Minutes 2.3.1 Confirmation 2.3.2 Matters Arising/Action List	30 mins
3. Matters for Decision: 3.1 Major strategy decisions (always have board paper and recommendations) 3.2 Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director)	60-120 minutes
4. Matters for Discussion 4.1 CEO's Report 4.1.1 Current Significant Issues 4.1.2 Matters for Approval 4.1.3 Update on Strategic Plan Implementation 4.1.4 Major Key Performance Indicators 4.1.5 Risk and Compliance Update 4.1.6 Environmental, Social and Governance (ESG) Update 4.1.7 Innovation Update 4.1.8 Environmental (PEST) Update 4.1.6 Matters for Noting 4.2 CFO's Report 4.3 Discussions concerning forthcoming strategic decisions 4.4 Committee Minutes 4.4.1 Audit 4.4.2 Other 4.5 Other matters for discussion 4.6 Chairman's Update 4.7 Presentation by management (if required)	60-120 minutes
4. Matters for Noting [discussed only on exception basis] 4.1 Major Correspondence 4.2 Company Seal 4.3 Updated board calendar 4.4 Other matters for noting	10 minutes
5. Meeting Finalisation 5.1 Review actions to be taken 5.2 Items/decisions for public disclosure 5.3 Meeting evaluation 5.4 Next meeting 5.5 Meeting close	10 minutes