

NPO GOVERNANCE TOOL BOX SERIES

Vol. 6, Issue 2

For private circulation only

AGENDA



Financial Management Service Foundation

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OUTLINE OF GOVERNANCE TOOL BOX

Vol. I: Tools for identifying, recruiting and developing a Board

Issue 1: Characteristics of Board Member - [Click here to download](#)

Issue 2: What materials to be shared with the Board Members - [Click here to download](#)

Issue 3: Board Members commitment sheet (to be reviewed every year)- [Click here to download](#)

Issue 4: Areas to be covered in Board Orientation process - [Click here to download](#)

Issue 5: Board Diversity Matrix - [Click here to download](#)

Issue 6: Board Size - [Click here to download](#)

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Vol. VI: Conducting Meetings/Making Decisions

Issue 1: Notice -[Click here to download](#)

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Issue 3: Writing Minutes

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Issue 5: Attendance

Issue 6: Following up on Decision

Issue 7: Evaluating a Board Member

Vol. VII: Creating a Board Manual

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CONDUCTING MEETINGS:

AGENDA

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1. WHAT IS AN AGENDA?

Agenda is a schedule of items to be discussed/ decided in a board meeting. An agenda helps in planning the meeting more efficiently, take the right decisions and stick to time.

2. PRE-PLANNING THE AGENDA:

The agenda has to be pre-planned with the key decisions to be taken, the relevant papers to be distributed and any other background material to be circulated beforehand.

3. WHO MAKES THE AGENDA

The Secretary of the Board is responsible for making the agenda in consultation with the Chairperson.

4. KEY AREAS TO BE COVERED:

The agenda should include broadly the following sections:

1. Welcome & adoption of the agenda
2. Review of previous meeting & decisions
3. Programme
4. Financial
5. Organizational
6. Any other matter

5. CAN MEMBERS SUGGEST NEW AGENDA ITEM?

As agenda should be circulated to the members along with the notice (7 to 14 days prior to the meeting). During this time period, the members could suggest or notify new agenda items to be taken up during the meeting.

Incase the member comes up with a new agenda item during the meeting, in that case the Chairperson could allow or disallow the agenda item for deliberation in a meeting. In some cases the agenda item can also be carried forward to the next meeting.

6. CERTAIN OTHER ISSUES TO BE KEPT IN MIND:

1. Distributing the approximate time to be allotted to each agenda item
2. The key person responsible for initiating or leading the discussion
3. Any relevant papers to be attached as agenda notes
4. Synchronizing the numbering of the agenda to the probable resolutions that may be taken as an outcome of the agenda item.

7. WHAT SHOULD NOT BE ON THE AGENDA

Day to day management issues are generally outside the purview of the meeting. It is left to the Chairperson to allow or not allow an agenda item to be included for deliberation in a meeting.

Having a decision-making matrix makes it clear in terms of which decisions are required to be made.

8. SAMPLE AGENDA:

A sample Agenda is attached as Annexure 1

Sample Agenda

S. no	Table of contents	Time	Discussion led by	Agenda notes	Outcomes
1.	Welcome & Adoption of agenda	9:00 to 9:45			
	1.1. Welcome	9:00-9:30	Chairperson		The members are given welcome
	1.2 Adoption of agenda	9:30 - 9:45	Chairperson		Agenda is adopted
2.	Review of previous meeting & decisions	9:45-10:15			
	2.1 Confirmation of minutes of the previous meeting	9:45-9:50	Secretary/Chairperson	Minutes of previous meeting	Minutes are confirmed
	2.2 Matters arising from the minutes	9:50-10:15	Secretary/Director	Action taken report	Implementation of previous decisions are reviewed
3.	Programme	10:15-12:00			
	3.1 Update on programme	10:15-11:15	Program Head /Staff team	Activity report	Activity report approved
	3.2 Strategic issues if any	11:15-12:00	Director/Program Head / Secretary	Note on strategic issues	Decision/Resolution to be taken
4.	Financial	12:00-1:00			
	4.1 Adoption of audited financial statement for the year.....	12:00-12:30	Treasurer/Finance Head	Audited Financial Statements	Financial Statements Adopted
	4.2 Financial report for the quarter (includes budget	12:30-1:00	Finance Head/Executive Director	Budget variance analysis for 1 st	The board is updated

	variance analysis)			Quarter	
5.	Organizational	1:00-1:30			
	5.1 Policies- any policy to be approved		Executive Director	Relevant policy	Policies are approved for implementation & resolutions taken
	5.2 Change of signatory in bank a/c		Executive Director	Draft resolution	Resolution are passed
	5.3 Staff matters				
	5.3.1 Key changes		H R Head	Note on staff issues	Board is updated
	5.3.2 Staff appraisals		H R Head		
6.	Any other matter				

Watch out for the next issue on “Writing Minutes ”



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