

How to Draft Agenda

- **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.

- **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.

- **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

- **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.

- **Sample agenda:**

A sample Agenda is attached as ***Annexure 1***

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 variance analysis)	12:30-1:00	Finance Head/Executive Director	Budget variance analysis for 1 st Quarter	The board is updated
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				
