



## SAMPLE Board of Directors' Meeting

### Main Agenda

1. **Chairman's Remarks**

2. **Approval of the Main Agenda**

**TASK:** To receive any additions to the Main Agenda.

**MOTION:** THAT the Main Agenda be approved as presented (or amended), with the order of the agenda remaining flexible as per the Chairman's discretion.

3. **Approval of the Minutes**

**TASK:** To review and approve the minutes of the previous meetings.

**MOTION:** THAT the Board of Directors approve the minutes of the <Insert Date> Board of Directors' meeting as presented (amended).

4. **Action Item Arising From the Previous Meeting**

**TASK:** To review and Action Items arising from the previous meeting.

5. **President's Report**

**TASK:** To address any questions arising from the previously circulated report of the President.

6. **CEO's Report**

**TASK:** To address any questions arising from the previously circulated report of the CEO.

### ***Standing Committees***

7. **Governance Committee**

**TASK:** To review and discuss the committee's terms of reference/work plan/report including any motions being presented.

**MOTION:** THAT the Board of Directors approve the Governance Committee Terms of Reference as presented (amended), effective immediately.

**MOTION:** THAT the Board of Directors approve the Governance Committee Work Plan as presented (amended), effective immediately.

**8. Finance & Enterprise Risk Management Committee**

**TASK:** To review and discuss the committee's terms

**MOTION:** THAT the Board of Directors approve the Finance & Enterprise Risk Management Committee Terms of Reference as presented (amended), effective immediately.

**MOTION:** THAT the Board of Directors approve the Finance & Enterprise Risk Management Committee Work Plan as presented (amended), effective immediately.

**9. Membership Policy Committee**

**TASK:** To review and discuss the committee's terms of reference/work plan/report including any motions being presented.

**MOTION:** THAT the Board of Directors approve the Membership Policy Committee Terms of Reference as presented (amended), effective immediately.

**MOTION:** THAT the Board of Directors approve the Membership Policy Committee Work Plan as presented (amended), effective immediately.

**10. External Relations Committee**

**TASK:** To review and discuss the committee's terms of reference/work plan/report including any motions being presented.

**MOTION:** THAT the Board of Directors approve the External Relations Committee Terms of Reference as presented (amended), effective immediately.

**MOTION:** THAT the Board of Directors approve the External Relations Committee Work Plan as presented (amended), effective immediately.

**11. CEO Operational Review Committee**

**TASK:** To review and discuss the committee's terms of reference/work plan/report including any motions being presented.

**MOTION:** THAT the Board of Directors approve the CEO Operational Review Committee Terms of Reference as presented (amended), effective immediately.

**MOTION:** THAT the Board of Directors approve the CEO Operational Review Committee Work Plan as presented (amended), effective immediately.

12. **Other Business** L. Caron

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13. **In Camera** L. Caron

14. **Next Meetings** L. Caron

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15. **16:20-16:25 Adjournment** L. Caron

**MOTION:** THAT the meeting be adjourned at <time>.

Leanna Caron  
President

