**COMPANY NAME**

**ABN xxxxxxxxxxxx**

**MEETING AGENDA TEMPLATE**

Board Meeting Date: XXXX

Location: XXXX

Commencement Time: XXXX

|  | **Estimated Time** |
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| **1. In-camera Session** | 30 mins |
| **2. Meeting Opening**2.1 Apologies2.2 Director Conflict of Interest Disclosures2.3 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 Report4.1.1 Current Significant Issues4.1.2 Matters for Approval 4.1.3 Update on Strategic Plan Implementation4.1.4 Major Key Performance Indicators4.1.5 Risk and Compliance Update4.1.6 Matters for Noting4.2 CFO’s Report4.3 Discussions concerning forthcoming strategic decisions4.4 Committee Minutes 4.4.1 Audit 4.4.2 Other4.5 Other matters for discussion4.6 Chairman’s Update4.7 Presentation by management (if required) | 60-120 minutes |
| **5. Matters for Noting [discussed only on exception basis]**5.1 Major Correspondence5.2 Company Seal5.3 Updated board calendar5.4 Other matters for noting | 10 minutes |
| **6. Meeting Finalization**6.1 Review actions to be taken6.2 Meeting evaluation6.3 Next meeting6.4 Meeting close | 10 minutes |