A picture containing icon

Description automatically generated

**Meeting Roles**

**Annual Meeting Agenda**

**Your Company Name**

Your Company addresses - Your Company Contact No - Your Company Email

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| MEETING TITLE | | | |
| (Write Meeting Title Here) | | | |
| **SUPPORTING DOCUMENTS REQUIRED** | | | |
| Agenda, Previous Meeting Minutes, Financial Reports, etc. | | | |
| **BOARD MEMBERS / ATTENDEES REQUESTED** | | | |
| * (Write Here) | * (Write Here) | * (Write Here) | * (Write Here) |
| * (Write Here) | * (Write Here) | * (Write Here) | * (Write Here) |
| * (Write Here) | * (Write Here) | * (Write Here) | * (Write Here) |
| * (Write Here) | * (Write Here) | * (Write Here) | * (Write Here) |
| * (Write Here) | * (Write Here) | * (Write Here) | * (Write Here) |
|  | | | |
| **MEETING AGENDS** | | | |
| 1. Call to Order 2. Welcome / Introductions 3. Committee Leader Remarks 4. Agenda Items    1. Action Item       1. Item terms       2. Item description       3. Item participants 5. Attendee Remarks 6. Approval of Previous Minutes 7. Executive Director Report 8. Voting / Reports 9. Meeting Policies 10. Other Business 11. Adjournment 12. Convene to Closed Session | | | |

**Host:** (Name and Designation here)

**Total Attendees:** (write here several total attendees)

**Time-Keeper:** (Name and Designation here)

**Facilitator:** (Name and Designation here)

**Note-Taker:** (Name and Designation here)

**Refreshments:**

**Buddy for absent members:** (Add here)