

Board Policy Type: Governance Process

Policy Title: Board Meeting Agenda

Every Board meeting will have an agenda that defines in advance the items to be addressed.

Specifically:

1. The primary source for Board meeting agenda items will be the annual Governance Calendar;
2. The Chief Governance Official, with the assistance of the Executive Director, will develop Board meeting agendas;
3. The agenda and supporting documents will be distributed to Board members at least one week prior to the Board meeting;
4. Board members report on Ends and Means and planning for connecting with the Values Owners;
5. Regular agenda items will include:
 - a. Executive Session (without the Executive Director);
 - b. Review and approve minutes from prior meeting;
 - c. Review Annual Governance Calendar;
 - d. Review progress toward achieving the annual *Connect with Values Owners Communication Plan* (III.N);
 - e. Review compliance with selected Executive Limitations;
 - f. Review progress toward achieving the one-year milestones.
 - g. Reports from task groups;
 - h. Evaluation of Board meeting by assigned member using standard evaluation form;
6. Board meetings will be held as often as necessary to fulfill its responsibilities but no less than quarterly;

III.I