South African Board Meeting Agenda Template

Organisation Name: [Insert Name]

Date: [Insert Date]

Time: [Insert Start - End Time]

Location: [Insert Address or Virtual Meeting Link]

Chairperson: [Insert Name]

1. Welcome and Apologies

2. Declaration of Interests

3. Approval of Previous Minutes

4. Matters Arising from Previous Meeting

5. Chairperson's Report

6. CEO/Executive Director's Report

7. Financial Overview

8. Compliance and Risk Update (incl. King IV and POPIA)

9. Committee Reports (Audit, Risk, Remuneration, etc.)

10. Strategic Discussions

11. Decisions and Resolutions

12. Any Other Business

13. Schedule Next Meeting

14. Meeting Adjournment