

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