

(Organization Name) Board Package Checklist

Meeting Schedule: Date @ Time

Location of Meeting

Meeting Date:

Due Date: **2-3 weeks prior to meeting**

Send Package By: **1 week prior to meeting**

Quorum (Majority of the number of directors) is met: ☐ Yes ☐ No

☐ Package Sent:

☐ Yes ☐ No

Minute Taker: (Name) ☐ Calendar Invite ☐ Agenda

☐ Date Sent:

Book the venue/common area: (Name & Contact info of the caretaker)

Agenda Confirmed: ☐ Yes ☐ No

Minutes: (Previous Meeting Minutes) Extra Minutes:

Committee Reports:

☐ Yes ☐ Nothing to report at the moment

Managers' Report:

☐ Yes ☐ Nothing to report at the moment

Financials (Provided by) ☐ Yes ☐ No ☐ Monthly ☐ Quarterly ☐ RRA

→ Order of the financials are Quarterly Report, Balance Statement, Income Statement

Send Meeting Notes to Staff	☐ Yes	Date	
-----------------------------	------------------------------	------	--

Date Sent:

	Names	Invite Sent	Emailed	Attending	Hard Copy given	Attended
Directors	Director 1	✓	✓	✓	✓	✓
Staff/Guests	Guest 1	✓	✓	✓	✓	✓

☐ Ready for Meeting