**Leadership Team Meeting Calendar Planning Tool**

Enter the dates/times/meeting type of all scheduled Leadership Team meetings for the next 6-12 months. Populate draft agenda topics with the key conversations you identified in your meeting map, and then share the link to this document with team members so they can note any absences and propose agenda topics on an ongoing basis. **[See Bridgespan.org for more resources.](https://www.bridgespan.org/insights/nonprofit-strategy-and-management-resources)**

*Example*

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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Type of meeting** | **Anyone absent?** | **Draft agenda topics (Lead, time needed)** |
| *When?* | *Time?* | *E.g., Regular team mtg? Strategy retreat? Quarterly review?* | *Team members can update their availability* | *Pre-populate with topics from your meeting map or other topics you know are coming up that the executive team needs to discuss. Team members can use this document to suggest agenda items as they arise. A few days before the meeting, the CEO/ED gathers proposed agenda topics from here and finalizes meeting items.* |
| 1/2/25 | 9:30-11 | **Bi-Weekly Leadership Mtg** | ET Only (Dana OOTO) | * Decide yes/no on LDNT opportunity *(VP for operations)* * Finalize plan for CRM implementation *(Exec. Director)* * … |
| 1/16/25 | 9:30-11 | **Bi-Weekly Leadership Mtg** | ET + DEI committee leads | * Update on DEI plan progress *(VP for Strategy)* * … |
| 1/18/25 | 9-12 | **Quarterly Business Review** |  | * Review ET Dashboard; deep dive on yellows/reds *(Exec. Director)* * Align on 2023 organizational goals *(Chief Program Officer)* |
| 1/25/25 | 9-12 | **2025 Talent Planning Mtg** | ET Only | * Review performance plans and 2023 goals for Directors *(Chief Program Officer)* |
| 1/30/25 | 9-12 | **Bi-Weekly Leadership Mtg** | ET Only |  |

*Template*

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| --- | --- | --- | --- | --- |
| **Date** | **Timing** | **Type of meeting** | **Anyone absent?** | **Draft agenda topics (Lead, time needed)** |
| *When?* | *How long?* | *E.g., Regular team mtg? Strategy retreat? Quarterly review?* | *Team members can update their availability* | *Pre-populate with topics from your meeting map or other topics you know are coming up that the leadership team needs to discuss. Team members can use this document to suggest agenda items as they arise.   A few days before the meeting, the CEO/ED gathers proposed agenda topics from here and finalizes using an agenda.* |
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