**Leadership Team Agenda Template**

|  |
| --- |
| **Leadership Team Behaviors and Practices** |
| *Some teams find it helpful to post their agreed-upon meeting practices and team behaviors/norms at the top of this document so they are front and center as the team is reviewing the meeting agenda each week.* [*See Bridgespan.org for more resources.*](https://www.bridgespan.org/insights/nonprofit-strategy-and-management-resources) |

**Upcoming Meeting Agenda**

*ED/CEO finalizes the meeting agenda in the table below and sends it to the team with enough advance notice to complete any prework.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of meeting, date, and length:** | | | | | | |
| **Topic** (Frame topic as question) | **Goal** | **Time** | **Owner** | **Pre-work required** | | |
| **Check-in:** *insert question or activity here* | Relationships | 5 min | *Rotate* | *None* | | |
| **Review any outstanding items for follow-up:** *insert items here* | Review | 5 min | *Insert* | *Review previous meeting’s next steps* | | |
| **Topics for meeting:** *One topic per row; frame as a discussion (e.g., Should we pursue xxxx funding source?)* | *Review, input, recommend, or decide* | *Insert* | *Insert* | *Describe pre-work (e.g., read updated contract)* | | |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
| **Quick updates:** *Hold a small amount of time for unanticipated topics or a quick status update from teammates* | | 5 min |  |  | | |
| **Wrap up meeting and document next steps:**   * What decisions did we make today?​ * What actions do we need to take? Who is accountable? ​ * What do we need to communicate? And to whom? | | 5 min | **Next Steps** | | **Owner** | **By when** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

**Past Meeting Agendas**

Once you are done with a meeting, save a copy of the agenda here in chronological order so you have a record of past meetings and next steps.