**Board Meeting Agenda Format**

**AGENDA**

**AGENDA FOR THE MEETING OF BOARD OF DIRECTORS TO BE HELD ON**

**------------DAY OF----------MONTH, 2014 AT -------------TIME OF MEETING**

**AT ADDRESS OF PLACE OF MEETING**

1. To assign a Chairman of the meeting.
2. To Grant leave of absence.
3. To Confirm minutes of the previous Board Meeting.
4. To ADD MORE AGENDA’S AS PER THE REQURIEMENT
5. To give Vote of Thanks.

**Signature**

**Name of Director**

(DIRECTOR)

DIN: --------------------

Add: of Director

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