Board of Directors Retreat
Sample Agenda

Registration and Coffee 8:00 – 8:30

Welcome and Introductions (board president) 8:30 – 8:45

About the Association and FAQ (staff) 8:45 – 9:30
- Frequently Asked Questions
- History
- Meeting the Staff and Directors
- Achievements
- Structure
- Finances and Resources
- Committees
- Affiliations

Board Roles and Responsibilities (staff or facilitator) 9:30 – 10:15
- Job Responsibilities
- Expectations
- Governing Documents
- Board Meetings
- Calendar

Break 10:15 – 10:30

Risk Management – Safeguarding Organization (staff or attorney) 10:30 – 11:00
- Conflicts of Interest
- Antitrust Avoidance
- Insurance and Volunteer Immunity
- Authority and Channels of Communication
- Financial Safeguards

Strategic Direction (board president and staff) 11:00 – 12:00
- Strategic Plan Document
- Mission, Vision and Values
- Goals and Priorities
- Strategies

Break for Lunch, Adjournment or Activities 12:00