Board Agenda Filter

How does the board know if an agenda item is ready for discussion? Does the agenda have items of significance that advance the mission and goals?

The “filter” helps separate routine reports from calls for action. (Many agendas are primarily committee and officer updates that could be handled by a “consent” item.)

Use the filter to determine if an issue: 1) aligns with the strategic plan, 2) has been evaluated before calling for action, 3) is ready for a knowledge-based discussion, and 4) is set for a vote.

1. Strategy
   - Does the motion or issue fit within our mission statement?
   - With which goal(s) in the strategic plan does it align?

2. Evaluation
   - Was the issue vetted by a committee, staff or consultant?
     - Is it simply an update or does it require a decision?
     - Is there enough information and facts to consider at this time?
     - Is there a clear recommendation for action before the board?

3. Knowledge
   - What resources are required (i.e. time, money, volunteers, liability)?
   - Are the desired outcomes clear?
   - How will we measure success?

4. Action
   - The issue or motion is ready for knowledge-based discussion.
   - The board is ready for a vote.
   - The implementation, accountability and timelines (tactics) can be handled after the board meeting.

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1 A consent agenda is a collection of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more substantive issues needing examination and action.