

Annotated Agendas Sample

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Date Published/Updated:

Thursday, September 10, 2020

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Annotated Agendas

Annotated agendas highlight the preparation required to ensure an engaging and productive meeting. For each agenda item, there is a note that explains the reading or preparation required, whether it is a decision, discussion, or information item, and then captures the concrete actions and follow-ups for that item.

The preparation required to put together the annotated agenda is valuable because it forces the chair or Executive Director to make good choices about what to spend time discussing, and to inform the board of what the intended outcome for each agenda items.

Upon submitting the form, an email will be sent to your inbox with a link to complete the accessible PDF download.