

SAMPLE Executive Committee Agenda Planning Form

Date _____

I. Items for Executive Committee Action/Decision:

- 1.
- 2.
- 3.

II. Items for Executive Committee discussion and/or referral to full Board as action items (with or without recommendation) or as informational items:

- 1.
- 2.
- 3.

III. Items for Executive Committee information only:

- 1.
- 2.
- 3.

IV. Key items for next Board meeting:

- 1.

2.

3.