

EXECUTIVE BOARD MEETING TEMPLATE
USED FOR INTERNAL BOARD PLANNING,
UPDATES, AND DECISIONS

MEETING TITLE + DATE

Example:

EFF FAMU Executive Board Meeting
September 5, 2025 | 6:00 PM EST



OPENING PRAYER OR SCRIPTURE



- “Commit to the Lord whatever you do, and he will establish your plans.” – Proverbs 16:3
- Led by: Director of Ministry or President



Mood check: How are you feeling today?

Feeling great

Doing okay

Struggling a bit

Feeling overwhelmed

● Loading...

TEAM BONDING

MEETING AGENDA (OVERVIEW)

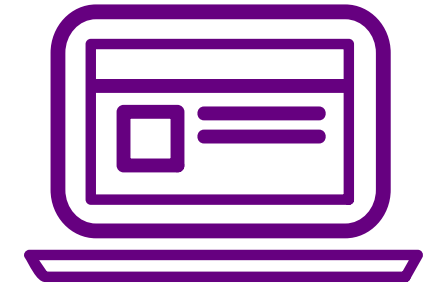
- Updates & Announcements
- Officer Reports
- Upcoming Events
- Volunteer & Community Updates
- Fundraising & Finance
- Reminders & Accountability
- Open Floor
- Closing



GENERAL UPDATES FROM PRESIDENT

- 1. Chapter progress**
- 2. National communication reminders**
- 3. Key deadlines approaching (compliance, events, etc.)**

OFFICER REPORTS



Have each board member briefly report:

- What they've completed since last meeting
- What they need help with
- What's upcoming on their calendar
- Roles to include:
 - VP
 - Treasurer
 - Membership Chair
 - Community Engagement / Service
 - Director of Ministry
 - Social Media Lead
 - Royal Court Lead (if applicable)

UPCOMING EVENTS

- List all approved or pending events
- Confirm who is leading each one
- Confirm flyer, location, budget, and sign-up status



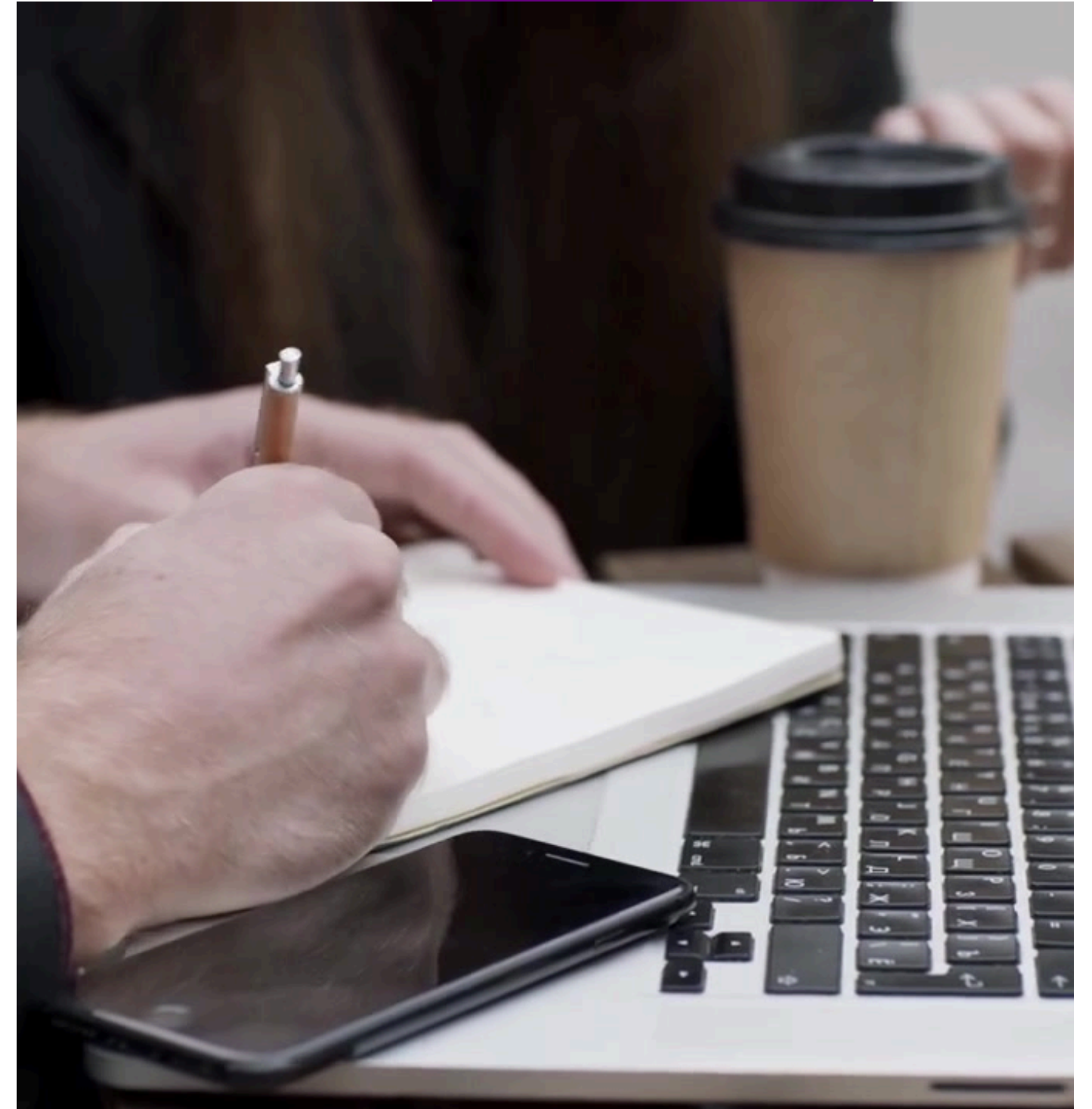
VOLUNTEER & COMMUNITY UPDATES



- Service projects this month
- Who is tracking hours
- Is a volunteer form/sign-in sheet ready?

FUNDRAISING & FINANCE

- Current balance
- Approved upcoming fundraisers
- Remind about receipts + voucher process

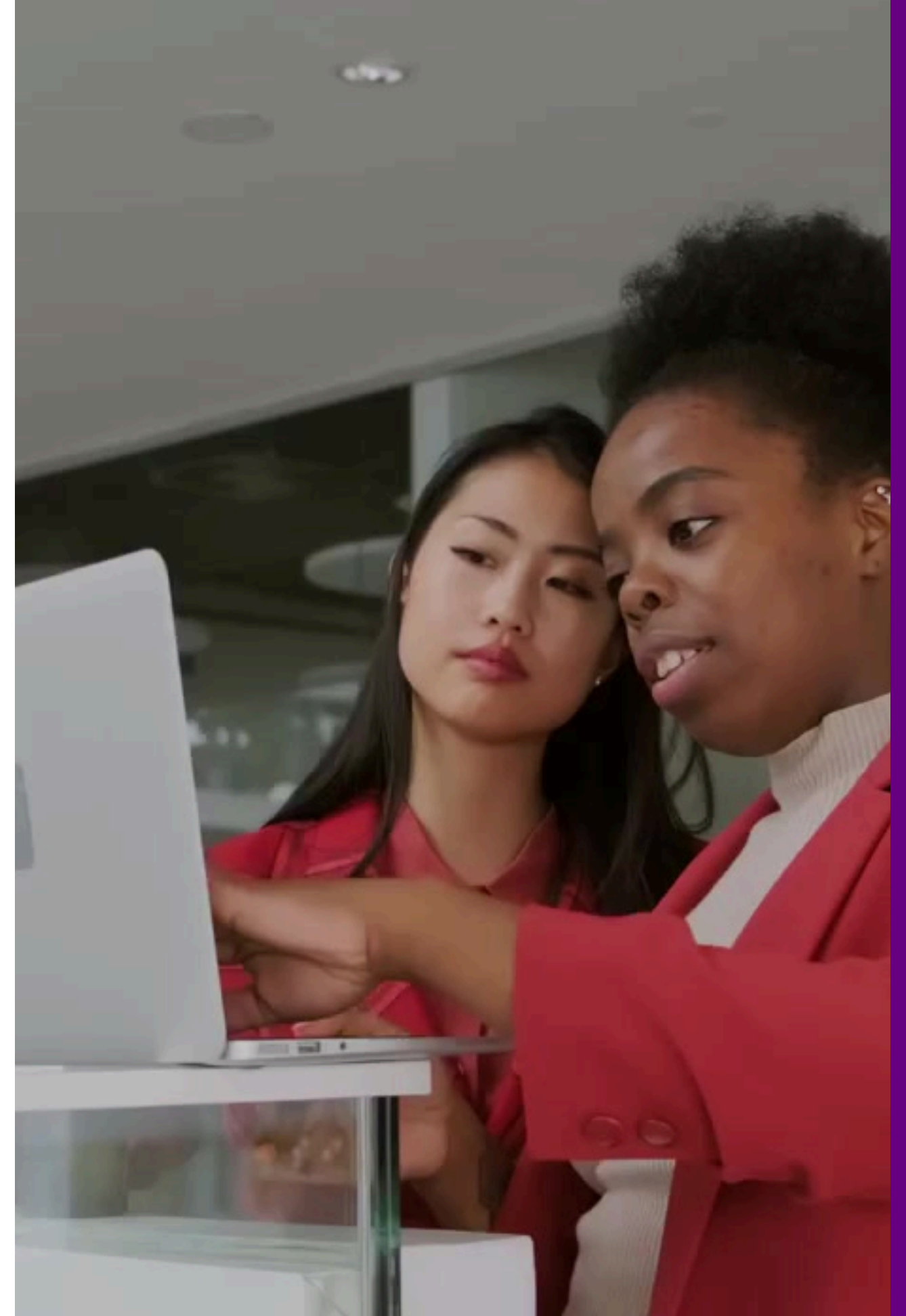


REMINDERS & ACCOUNTABILITY

- Attendance expectations
- National HQ deadlines (e.g., compliance packets, reports)
- Leadership agreements + professionalism check-in

OPEN FLOOR

Allow board members
to bring up concerns,
ideas, or personal
updates

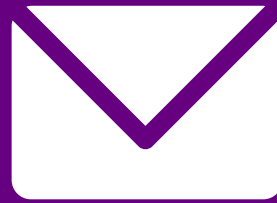




CLOSING

- QUICK SUMMARY
- NEXT MEETING
DATE
- PRAYER OR
AFFIRMATION
- “WE’RE NOT JUST
BUILDING
EVENTS. WE’RE
BUILDING
FUTURES.”

CLOSING



MAILING ADDRESS

123 Anywhere St., Any City, State,
Country 12345



EMAIL ADDRESS

hello@greatsite.com



PHONE NUMBER

(123) 456 7890