



## Sample agenda for directors' meeting

# XYZ LIMITED

Board of Directors

MEETING TO BE HELD ON [ ]  
COMMENCING AT [ ]

## AGENDA

		Document Status	Page No.
	1. APOLOGIES/ATTENDANCE:	-	-
†	2. MINUTES FOR CONFIRMATION: a) Minutes of Meeting held on .....	Att	
	3. BUSINESS ARISING FROM MINUTES a) b)	VR	-
†	4. MONTHLY OPERATING REPORTS a) b)	Att	
	5. FINANCIAL REPORTS: a) b)	Att	
	6. COMPLIANCE REPORTS: a) b) c)	Att Att Att	
	7. GENERAL BUSINESS:		
	8. NEXT MEETING: TBA	-	-

### Document status legend

*	For Discussion	†	Resolution required
Att:	Document attached	PC	Previously circulated
TBC:	Document(s) to be circulated at meeting	TBT:	Document(s) to be tabled at meeting
VR:	Verbal report to be given at meeting	Encl:	Enclosed separately with this package

ADDITIONAL ITEMS FOR INFORMATION ONLY