Action Agendas

The Agenda

Agendas are the key to structuring your meetings – but they only work if you stick to them.

Write an agenda and circulate it in advance of a meeting, this way members can be invited to add to or amend the order of proceedings in advance and not waste valuable time at the beginning of the meeting.

Action Agendas

The action agenda a useful tool for any organisation to adopt, giving meetings a structure and focusing people in a more practical and action based way.

They might take a bit longer to whip up then a traditional agenda but they will keep you far more focused and organised and able to allocate (and keep track of) actions

- An action agenda prioritises items, with the most important items being listed first and the least important being last.
- Each item should fall under an action e.g. to discuss, plan, decide, adopt or review.
- Each item should have a named person attached to it, this in the main part might be the Chair but, for example, any financial items might be allocated to a treasurer.
- Encourage board members to add to the agenda before the meeting – so that timings can be reviewed and reworked if necessary.
- Add time allocation for each item, but be realistic, this is mainly to prevent items dragging on or being dominated by that one person.
- Adding a column in which to list 'Associated Documents' will help everyone be more organised, before, during and after the meeting (especially the minute taker!)
- Because you will be noting and attaching relevant documents, everyone will be able to read them before the meeting – meaning the time you are all together can be used to progress rather than reading.
- As with any agenda, it should be send well in advance of the meeting it related to so that attendees can add to it and have time to read all the relevant materials.

Action Agendas also make it easier to minute a meeting, check out our action based minute template and resource too!

On the next page is an example of an action agenda, there is also an editable template available as part of March's LGBT Organisational Health Check.

Action	Item	Associated Documents	Lead by	Time
Welcome	- Welcome - Apologies		Chair	5 mins
Declarations	Conflicts of interest		Trustees	
Approval	Minutes	Attached to meeting email & Available on day	Chair	5 mins
Reports	- Chairs report - Treasurers report - Staff report - Working group report	Attached Attached Available on day	Chair Treasurer CEO	
Discussions	(Main Agenda Items) 1, 2, 3, 4,		Chair	*Note: Important to be realistic on timings for each item here*
Reviews	Policy x, y and z Fundraising strategy *Note: everyone should come to the meeting having read documents related to this item BEFORE the meeting.*	Policy x, y and z Strategic Plan	Secretary CEO	
AOB			Chair to facilitate/ All	
Next Meeting				