

NONPROFIT ORGANIZATION

Board Planning Retreat Day, Date, Year

AGENDA

Coffee and conversation	All
Welcome, purpose of session	CEO or Board Chair
Taking care of business	Facilitator
➤ Session guidelines	
➤ Setting expectations	
Review mission/vision	All
Conduct SWOT analysis	All
I.D. most critical issues and	All
BREAK	
Prioritize issues	Facilitator
Develop goals/Identify objectives	All
Initiate action planning process	All
Discuss next steps	Facilitator
Commitment	All
Adjourn	Board Chair or CEO