

Topic	Leader of This Section of Meeting	Length of Time (minutes)
Welcome	Director UAF Alumni Association	5 minutes
Review of agenda*	Director UAFAA	5 minutes
Introduction of participants	Each person introduces themselves	10 minutes
Overview of organization*	_____ reviews mission, history, programs and introduces key staff _____ reviews role with university	35 minutes
Orientation to board manual*	UAFAA Board president	10 minutes
Roles and responsibilities of governing board*	_____ reviews overview of roles, role of chief executive, and comparison of roles of board and staff	10 minutes
Overview of board structure	_____ Review listing of current officers, committees, and committee chairs	5 minutes
Overview of board operations*	_____ reviews key points from bylaws and board policies, board operations calendar, sample committee work plans, and sample meeting agenda and minutes	10 minutes
Review of strategic plan*	_____ reviews format of plan, highlights from the plan and key points about status of implementation of the plan	15 minutes
Administrative activities	For example, set the schedule for next year's board meetings, refine the board operations calendar, update the list of board members, etc.	5 minutes
Next steps	_____ - poses reminders of upcoming activities and events	5 minutes
Meeting evaluation	_____	20 minutes