

NAME OF ORGANISATION

BOARD RESOLUTION NUMBER: _____/_____

A meeting of the Board Member of _____ (name of organisation) _____ was held at _____ (address of where the meeting was) _____ on _____ (date of meeting) _____.

The meeting was called to order by _____ (it could be the Board Chair, the Secretary, or the Treasurer, depending on the structure of the organisation), and upon the roll being called, the following Members were present:

- (list of the members present and establish if quorum was met)

During the meeting the Board resolved the following: (here include what the Board agreed to)

SIGNED AT _____ (City/Town where the meeting was held) ON THIS _____ (Date of meeting)

Signature of the members of the board and their names and titles (it's important to only list those members who attended the meeting and approved the resolution)