

 **1. Objective:** Align the *why* of the meeting.

- State the purpose: *fiduciaries of this organization and how we responsibly shape the budget for the year ahead.*”
 - Briefly review the mission and impact of the nonprofit—anchor them in purpose.
 - Bylaws
 - Process overview and timeline
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 **2. Fiduciary Responsibilities 101 (15–20 min)**

Objective:

- **Duty of Care:** Make informed decisions. Show up, ask questions, be curious.
- **Duty of Loyalty:** Always act in the best interest of the nonprofit, not personal gain.
- **Duty of Obedience:** Follow the mission, bylaws, and laws.

◆ Separation of Club and Charity, no member personally benefits, Safety for all

 **3. Financial Oversight & Budgeting (25–30 min)**

- Review of the current year’s finances: revenue streams, major expenses, gaps.
- Explain their role in budget planning—not to micromanage, but to ensure alignment with mission and sustainability. Make the budget understandable for all members.
- Improve and progress the **draft budget framework** for the upcoming year.

◆ *Include:*

- Assumptions (e.g., grant renewal, donation goals, inflation, cost-saving plans).
 - Operational guidance to make execution of fund allocation to budget easier for all.
 - A “What if?” scenario to test resilience (e.g., losing a major donor).
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 **4. Clear Next Steps (5–10 min)**

Objective: Clear assignments and follow-up

- Confirm who will revise/review the budget draft and by when.
- Assign any homework (e.g., reviewing financial reports, learning resources).
- Schedule a follow-up votes or discussion.