

QUICK TIPS

An agenda is a tool which guides the conversation of a meeting. A typical agenda might include the following:

- Call to order
- Roll Call
- Reading and approval of minutes from last meeting
- Treasurer's report
- Committee and Officer reports
- Old Business
- New Business
- Announcements
- Adjournment



M A E E T T I I N N G G

A A G G E E N N D D A A S S

TIGER BITS

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CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

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MEETING AGENDAS

An agenda is an important tool for the leader who wants to make effective use of meeting time. It is usually in outline form and guides the conversation of the meeting. Agendas can also be used to assist in long-range planning and help in record-keeping. Important points to remember in developing agendas are:

1. Allow all members the opportunity to submit items of discussion for the agenda. You may want to develop a weekly/monthly report for officers and committee chairs which would contain an area for them to list agenda items. Other members could verbally or in writing give their agenda items.
2. Develop an agenda that fits your organization's needs and your leadership style. Not all organizations need the formality of a roll call or approval of last meeting's minutes.
3. Distribute the agenda a few days before the meeting to allow members to prepare for the items of discussion.
4. During the meeting, record all items or concerns that need to go into future agendas. It's important that these tabled and new items appear on a subsequent agenda.
5. Allow for flexibility in the agenda. If a discussion goes longer than anticipated or an important issue comes up the night before the meeting, feel free to add or table items on the agenda.
6. When writing or typing agendas, leave space for members to make notes. This will be helpful when discussing controversial issues, planning an activity or referring to the action taken.

Here is a sample agenda:

I. Call To Order

Opening of the meeting by President, officer or leader.

II. Roll Call

Attendance of all members taken by secretary.

III. Reading and Approval of the Minutes from the last meeting

Minutes read; members point out changes and vote to accept them.

IV. Treasurer's Report

Expenses and account balance.

V. Officer Reports

time given to each officer to discuss their activities/events/information. Also advisors may give a report

VI. Committee Reports

Time given to each committee to discuss their activities/events/information.

VII. Old Business

Discussion of items previously brought up but tabled.

VIII. New Business

Discussion of items not previously brought up. If agenda is sent out a few days early, it's a good idea to leave some blank space to add items that need immediate attention. Voting can happen at this time.

IX. Announcements

Items that need no discussion, but that members need to know (ie, dates of events, deadlines, etc.).

X. Adjournment

End of the meeting

Remember agendas are meant to offer direction - not dictate action!