

# Agenda

The creation of an agenda is a key element for an effective meeting. Why?

- Communicates important information, like
  - Topics being discussed
  - Discussion leader for each topic
  - Upcoming dates for important events
  - Provides an outline for the meeting
  - Shows the amount of time that will be spent on each topic
  - Can be used as a checklist to make sure all topics that need to be covered are covered
  - Helps organization members stay focused
- Can be used as a way to keep records and remember what has been decided and who has volunteered for what

There are a few key things to remember when you are creating an agenda.

- Allow members of your organization to submit agenda items if they feel there is something that needs to be discussed
- Keep your organization in mind when you're creating the agenda. For example, not every organization needs to have an agenda with roll call.
- E-mail the agenda to the organization members a few days ahead of time so they have time to think about the topics being discussed
- Allow for flexibility. If a good discussion is being had but allotted time has run out for the topic don't hesitate to allow more time for the discussion
- When formatting the agenda leave space under each topic for members to write notes in, or have a box on the side of the page for notes
- Always remember to put a date on your agenda

Here's an example agenda—

- I. Call to Order
  - A. The meeting is opened by the president/ leader/officer assigned to the task
- II. Roll Call
  - A. Attendance is taken by the secretary
- III. Reading and approval of Minutes from the last meeting
  - A. Members read the minutes, point out changes, then vote to approve the minutes
- IV. Treasurer's Report
  - A. Expenses and account balance is reported
- V. Old Business
  - A. Discussion of any items brought up at previous meetings or those topics that were tabled. It is a good idea to list out the old business
- VI. Committee and Officer Reports
  - A. Time is given to every officer and designated member from committees to discuss their activities
- VII. New Business
  - A. Discussion of items that have not been previously discussed. It is a good idea to list out the new business
- VIII. Announcements
  - A. Items that do not require discussion but should be known, such as dates or location of events
- IX. Adjournment
  - A. End of the meeting

**REMEMBER** – Agenda's are there as a map for your meeting