

Agenda: Example

Agendas are normally prepared by the President or Chairperson. Only items which appear on the agenda may be brought up for discussion or action.

Minutes are written according to each agenda

CLUB NAME
DATE
PLACE AND TIME OF MEETING
AGENDA

Call to order:

Roll Call:

President:

Vice President:

Secretary:

ICC Representative:

Approval Of Minutes: *(approval of minutes dated _____) Motion/second/ approved with date*

Public Comments: *(any person attending the meeting, not a member of your organization, may say a few words about an agenda item) The presiding officer may set a time limit.*

Officer Reports

- A. President:
- B. Vice President:
- C. Treasurer:
- D. Secretary:
- E. ICC Rep:

Advisor Report (s):

Unfinished Business: *(list item by item, any business that already has been on the club's agenda that is considered unfinished. Explanation of the item (up to 20 words) included.*

AIDS WALK Participation – (What time to meet? Where? How?)

FALL FEST Participation/planning/ sign-up sheets/ facility request? / hours// pre-order if needed/advertisement

New Business: *(list item by item, any business that is new and has been on agenda; explanation of the item must be included)*

Muffin Party for new members:

*Date /time /funding source /advertisement
Who makes all purchases (define all duties)*

Adjourn: