

SAMPLE AGENDA

Date: _____ Time: _____ Place: _____

1. Call to Order - President
2. Invocation - Appointed member: _____
3. Welcome - By host City Official: _____
4. Response - Appointed member: _____
5. Recognition of Guests and Visitors - President
6. Read Minutes of Previous Meeting - Secretary/Treasurer
7. Financial Report - Secretary/Treasurer
8. Approval of Minutes and Financial Report - Voice vote conducted by President
9. Unfinished Business - Items from last meeting

10. Committee Reports - Award, Nominating, Public Education, etc.
11. New Business - Include a report on correspondence from the Central Office or other Association activities - _____

12. Conclude Discussion - President turns meeting over to Program Chairman
13. Introduction of Speaker - Program Chairman
14. Program: _____
15. Thank the Speaker - Program Chairman
16. Make Announcements - President - Training schools available, location or other information about next meeting
17. Adjourn - President

If you have a meal at your meeting, it is usually best to have the business meeting and program before you eat. If it is not the case, be sure that the meal does not disturb the speaker and that members do not leave prior to the program.