**Example Club Meeting Agenda**

What is a Meeting Agenda and why is it useful? Simply put, an agenda is a brief document that lists what needs to be covered in a meeting. Having an agenda for your meeting can help keep everyone focused, track attendance, record decisions, and maintain a productive workflow. In most cases, an effective agenda has four parts:

* **Functional items**
	+ What group the meeting is for (example: your club/society)
	+ Who will attend the meeting (example: club/society leaders)
	+ When and where the meeting is taking place
	+ Any ceremonial items, such as introductions or
	+ Housekeeping:
		- Has Quorum been met? Having quorum is a fancy way of saying that everyone who needs to be at the meeting is there. Often, organizations will have quorum requirements like “three quarters of executives” or similar.
		- Approval of the Meeting Agenda (this provides opportunity to make any last minute alterations and ensures everyone agrees on what this meeting will focus on)
		- A review of the Meeting Minutes from the last meeting (\*more on that later)
* **Informational items**
	+ Anything that attendees need to know:
		- Progress reports (example: president’s report, upcoming event planning progress)
		- Upcoming dates (example: deadline for grants, re-ratifying)
	+ Supporting documents for the meeting’s Discussion items (example: policy documents, email threads, receipts)
* **Discussion items**
	+ Anything requiring feedback or conversation on (example: rule changes, event changes, questions about how-to fundraise). This is often called “New Business”.
		- This can also include continuing discussions that were left unresolved at the last meeting, often called “Old Business items”
		- Some meetings may warrant having another section; often called “Other Business”. With this optional section, the person chairing/in-charge-of the meeting will open the meeting up to anyone to add topics to the meeting.
* **Action items**
	+ Decisions/Votes
	+ Tasks that require completion (both before or after the meeting, depending on what is appropriate to your meeting/group)

The following is an example of what your club’s meeting agenda could look like. While the order of the following can be changed to suit your individual needs, the following is common, tested and true fit most general needs.

Club/Society/Group Name

Date of Meeting

Place of Meeting

Names of everyone who should be in attendance, and their position in the club/group.

1. Housekeeping items
	1. Motion to approve this Agenda
	2. Motion to accept the Minutes from last meeting
2. Informational items
	1. President’s Report
	2. Vice President’s Report
	3. Treasurer’s Report
		1. Income
		2. Expenses
		3. Current funds balance
	4. Media Officer’s Report
		1. New logo for feedback
	5. Event Officer’s Report
		1. Feedback from members for Recent Event
	6. Motion to accept these reports (while most questions should have been asked after each report, now can provide any final clarifications)
3. Discussion items
	1. Old Business:
		1. Continued discussion of fundraising plans from last meeting
	2. New Business:
		1. Response to feedback collected by Event Officer about Recent Event
		2. New logo discission
	3. Other Business:
		1. A regular member attending as a guest requested we look into holding an event for graduating members, since they may not have a graduation ceremony.
4. Action items
	1. Motion to accept the New logo with discussed changes
	2. Motion to spend $XX.00 on poster with new logo

Motion to adjourn meeting

1. Next meeting will be on [date], at [location].