QUICK TIPS

An agenda is a tool which guides the conversation of a meeting and provides structure to the meeting.

A typical agenda might include the following:

1) Call to Order
2) Roll Call
3) Reading and approval of minutes from the last meeting
4) Financial Report
5) Unfinished Business
6) Committee and Officer Reports
7) New Business
8) Announcements
9) Adjournment

Remember:
Agendas are meant to provide direction, NOT to dictate action.
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 to help in record-keeping. Just like other areas of your leadership, your agenda’s look and structure should reflect your personality and the goals of you and the organization.

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 incorporate a weekly or monthly reporting time for officers and committee chairs during which time they can list possible agenda items. Other members should be given many opportunities (verbally or in writing) to list desired items to be discussed.
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 on future agendas. It’s important that these new and tabled items appear on subsequent agendas.
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 of a formal agenda:

1) Call to Order
2) Roll Call
3) Reading and Approval of Minutes from the Previous Meeting
4) Financial Report
5) Unfinished Business
6) Committee and Officer Reports
7) New Business
8) Announcements
9) Adjournment

Here is an example of an informal agenda:

1) Opening Prayer
2) Devotions/Leadership Moment
3) Team-Building Activity
4) Announcements
5) Committee Reports
6) Discussion Topics
7) Assignments
8) Closing Prayer