

hyper_links

..Writing Tips..

- > Include some topic detail for each heading, but be concise.
- > Indicate the amount of time each topic is expected to last.
- > Indicate which meeting participants are expected to be the main participants.
- > Print multiple agendas on one sheet to save paper.

..Be Sure to Include..

- > meeting start time
- > meeting end time
- > meeting location
- > topic heading
- > name of presenters

.the.
>CONNECTION<

...

agendas
agendas
agendas

.get.

<CONNECTED>

...

Student Organizations Office

(970) 491.1115
StuOrg@Otis.SC.Colostate.edu
Lower Level, LSC @ InfoToo
Colorado State University
www.SC.ColoState.edu/
StudentOrg/

...

published
6.3.02

Student Organizations Office
Colorado State University

I.

II.

III.

IV.

>> Sample Agenda <<

I. Call to Order

Opening of the meeting by the president, officer or leader.

II. Roll Call

Attendance of all members taken by secretary.

III. Reading and Approval of Minutes

Minutes read; members point out changes and vote to accept them.

IV. Treasurer's Report

Expenses and account balance.

V. Old Business

Discussion of items previously brought up, but tabled.

VI. Committee and Officer Reports

Time given to each committee and/or officer to discuss their activities. Advisors may give a report here.

VII. New Business

Discussion of items not previously brought up. If agenda is sent out a few days early, it is a good idea to leave some blank space to add items that need immediate attention.

VIII. Announcements

Items that need no discussion, but that members need to know (i.e., dates of events, deadlines, etc.)

IX. Adjourn

Building an Agenda

An agenda is an important tool for those who want to make effective use of meeting times. Agendas can also be used to assist in long-range planning and/ or to help in record-keeping. Here are some important points to remember when building an agenda.

>> Give organization members the opportunity to offer suggestions for agenda items. Set a deadline a day or two before the meeting. This will allow time for typing and copying of the agenda.

>> If possible, agendas should be distributed to members one day before the meeting. This early distribution encourages members who might have a special interest in a topic to attend the meeting or to prepare an argument for or against it.

>> Arrange the agenda to fit your organization's needs and your leadership style. For example, you may want to report group announcements, committee reports, action items, and long range decision items. Or, you may want to alternate between items for discussion and items for report so that members do not get restless during a series of similar items. Another suggestion is to place high interest items at the end of the agenda to keep members involved. It is wise to end the meeting in an "up beat" manner; it is important for people to leave the meeting feeling good about what happened.

>> During the meeting, record those items of concern that need to be on future agendas. After the meeting, make sure those items make it to the subsequent agenda. If there will be a delay of more than two meetings, contact those persons interested in the item to explain the delay. Without this follow-up, members may become frustrated if their items are tabled.

>> 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.

>> When writing or typing agendas, leave space for members to take notes. This will be helpful when discussing controversial issues, planning an activity, or referring to the action taken.

Remember, agendas are useful tools for organizing meetings and are most effective when they are referred to frequently.