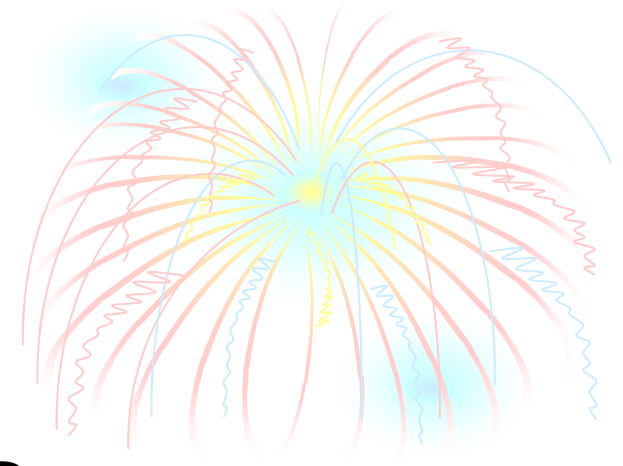




Prepare a Meeting Agenda

TN 7.2.

SkillsUSA S-3.2



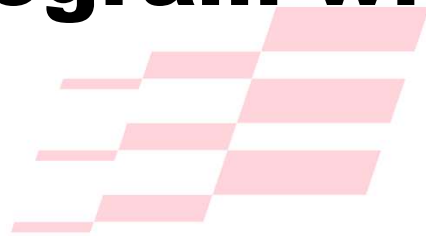
- **To conduct an effective meeting, you need to plan, organize, and follow through.**
- **As you plan a business meeting, answer the following questions:**

SkillsUSA

Champions *at* Work®

What is the purpose of the meeting?

- **Is this a regular meeting or a special program with a guest speaker?**



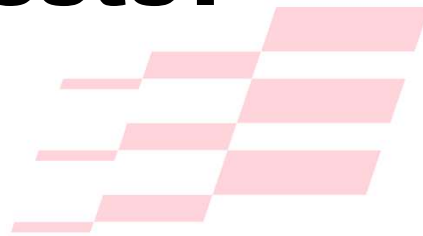
SkillsUSA
Champions *at* Work®



Who Will Attend?



- **Organization members only, or invited guests?**

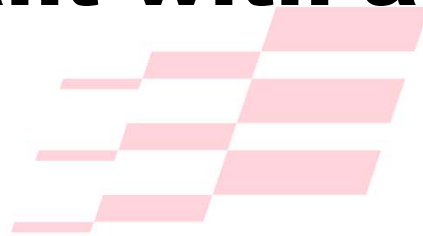


SkillsUSA

Champions *at* Work[®]

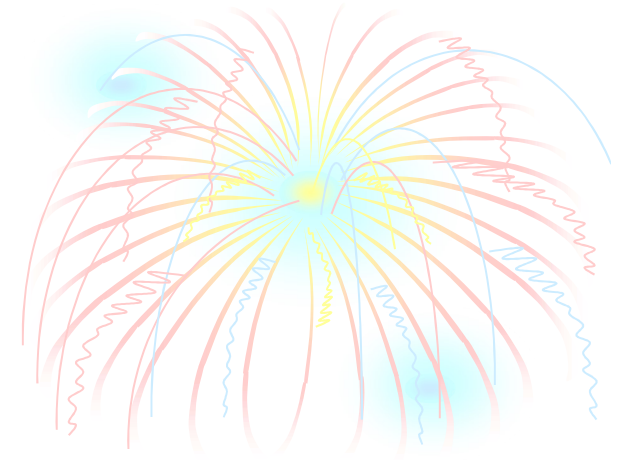
When and Where Will the Meeting Take Place?

- **In a classroom, auditorium, or in a restaurant with a meal included?**



SkillsUSA

Champions *at* Work®



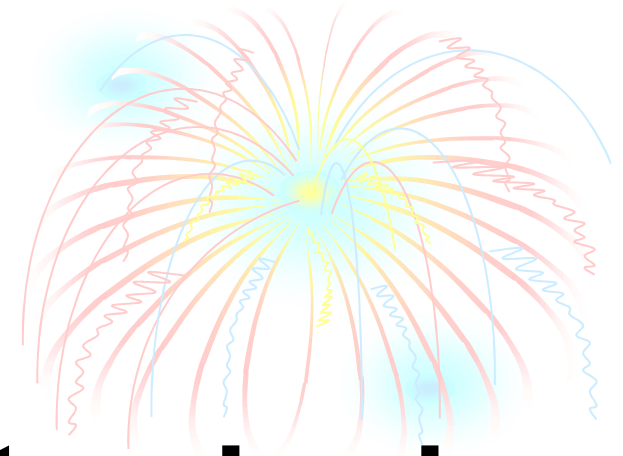
- **For each meeting, your president and secretary will write out a specific agenda that shows exactly what business your organization will conduct.**
- **An *agenda* is a listing of meeting events written in a logical sequence.**



- **For example, it wouldn't make sense to discuss buying a new banner until you've heard the treasurer's report to determine if there is enough money in the treasury.**

SkillsUSA

Champions *at* Work®



- **The agenda should be typed and distributed to all members before the meeting, and perhaps posted on a bulletin board.**

SkillsUSA

Champions *at* Work®



- **Following is a sample agenda to show how the order of business may look if it is “personalized for your organization meeting.**

SkillsUSA

Champions *at* Work®

I. Opening Ceremony





II. Call to Order

President

III. Roll Call

Secretary





IV. Meeting Minutes

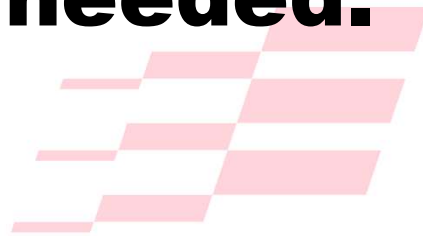
Secretary

V. Reports

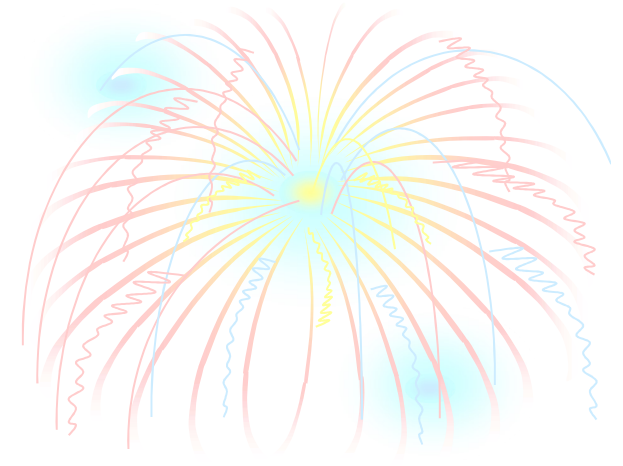


A. Officers

- **Treasurer Report**
- **Others as needed.**



SkillsUSA
Champions *at* Work[®]



B. Standing Committees



- **Professional Development**
- **Community Service**
- **Ways and Means**
- **Championships/Competitions**
- **Employment**
- **Public Relations**
- **Social**

SKILLSUSA
Champions at Work®

C. Special Committees as needed.





V. Unfinished Business

VI. New Business



VII. Announcements





**VIII. Special
Program/Presentation/Gue
st**

IX. Closing Ceremony



X. Adjournment

