



**Effective Meetings Quick Reference:**  
*Suggested Agenda Format for Formal Organization Meeting*

**Meeting Goal/Objective:**

*Monthly [Organization Name] meeting.*

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**Attendees:**

*[Organization Name] Board Members*

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*[Organization Name] Committee Chairpersons; [Others, i.e. special guests]*

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**Arrangements:**

*Date:* [Day of week, Date]

*Time:* [Time]am/pm

*Expected Duration:* [Number] hours, [Number] minutes

*Location:* [Building and/or Meeting Room]

**Preparation:**

*[i.e. "Read minutes from last meeting," "Prepare to present committee report," etc.]*

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<b>Agenda item:</b>	<b>Time estimate:</b>	<b>Responsible party:</b>
1) Call To Order	# minutes	Presiding Officer
2) Minutes of Previous Meeting	# minutes	Recording Secretary
3) Reports of Officers	# minutes	All Officers, in turn
4) Reports of Standing Committees	# minutes	Committee Chairs
5) Unfinished Business	# minutes	Presiding Officer
6) New Business	# minutes	Presiding Officer
7) Announcements	# minutes	Presiding Officer
8) Adjournment	# minutes	Presiding Officer