

SAMPLE BOARD MEETING AGENDA

ALUMNI ASSOCIATION/CLUB NAME

Date:

Time:

Location:

1. CALL TO ORDER

(Secretary: Distribute an attendance sheet)

(President: Is there a quorum?)

2. APPROVAL OF MINUTES

(Secretary: Distribute last meeting's minutes--preferably one week prior to meeting. Do not read during meeting.)

3. APPROVAL OF FINANCIAL REPORT

(Treasurer: Distribute current financial reports.)

4. OTHER REPORTS

a. HAO Report (Update on the organization's activities.)

b. University or College Report

c. Officer's Reports

d. Membership Report

e. Committee Reports

f. President's Report

5. OLD BUSINESS (List items)

6. NEW BUSINESS

7. ELECTION OF OFFICERS AND BOARD MEMBERS (IF APPLICABLE.)

8. COMMENTS/ANNOUNCEMENTS (SET DATE FOR NEXT MEETING.)

9. ADJOURNMENT