Sample Meeting Agenda for Clubs and Organizations

Office of Student Leadership and Involvement

**Club Name**

Meeting Date

Club Mission Statement & Outline of Goals

* A constant reminder of what your club is working toward

1. Opening – Introductions, Question of the Day, Reflection, Icebreaker
   1. Any exercise that gets the group talking and ready to participate in the meeting
2. The Business/Hot Topics
   1. What are the main items that need to be discussed? Consider formatting these as questions. Introduce each question and use the meeting time to problem solve.
      1. Instead of “Budget Update,” consider asking, “How can we best utilize the remaining funds we are able to request from SGA and/or Weekend Programming?
      2. Instead of “Event Ideas,” consider asking “What types of events should we host this semester? How should we go about getting input from students on what kind of events they’d like to see?”
   2. OR, introduce the meeting topic (may be more applicable to academic focused groups that address a specific topic per meeting.) It may be the case where there is a presentation prepared or a presenter coming in.
3. Around the Table Updates
   1. A time for status updates from each officer. This is helpful to learn where your team is at and how both officers and members can lend a hand if need be.
   2. If your club is organized by committee, each committee can give an update/status report.
4. Housekeeping/Logistics
   1. Review to-dos for upcoming events
   2. Celebrate the wins! What has your club done well since last meeting?
5. Questions/Feedback/Wrap-Up