The Agenda

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs. Make assignments for each person(s) responsible for each item.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are supposed to accomplish and the manner in which it is to be handle, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

SAMPLE

Colby FBLA Meeting
Sample Agenda

1. **Call to Order**
by the chairman and president

2. **Opening Ceremony** (optional)
(flag ceremony and/or extended greeting; recite FBLA-PBL Creed)

3. **Roll Call of Members** (optional)

4. **Approval of Previous Meeting's Minutes**
A. Distribute minutes before the meeting for members to review.
B. Read minutes to group.

5. **Financial Report**
A. Treasurer reads financial report to the group.

6. **Officers' Reports**

7. **Committee Reports**
A. Standing committees
B. Special committees
Note: Committee chairman gives the report and may make a recommendation or motion on behalf of the committee.

8. **Unfinished Business and General Orders**
A. Pending questions from last meeting.
B. Questions postponed to this meeting.

9. **New Business**
A. New motions/business that has not come up previous.

10. **Announcements**

11. **Adjournment**