

AGENDAS

The way to get the most out of your time is to spend it wisely and make every second count. When it comes to meetings, the way to be efficient and effective simultaneously is to prepare and make good use of an agenda. An agenda is essentially a program or listing of the events and items of business that will come before the meeting.

Suggested Club Meeting Agenda

- Call to Order, Pledge of Allegiance, Invocation or Rotary Moment
- Meal
- Introduction of visiting Rotarians and guests
- Announcements
- Happy dollars / Sergeants time
- Speaker / Program
- 50/50 drawing
- Close - the Four Way Test

Depending on the club's culture and tradition, the order of these items can be changed, Some items may be omitted, or additional items added such as songs, a weekly Foundation minute, etc.

Suggested Board Meeting Agenda

The modern way of doing agendas is to bring up the most important item first and then work down through the other items from more important to least important finishing, if time allows, with informational reports that do not require board action. This method is efficient and allows the board to deal with key issues when it has the most time and energy.

The more traditional, some would say "old-fashioned," method of structuring board agenda is as follows:

- call to order
- secretary's report
- treasurer's report
- announcements
- committee reports: Club Administration, Membership, Public Relations, Rotary Foundation, Community Service Projects, (some clubs may have additional committees such as International, Youth, New Generations, etc.)
- unfinished business
- new business (specific agenda items should be listed)
- requests for funding from other organizations
- confirm date and time for next meeting and adjourn

Board agendas should be sent to all board members ahead of time and be specific enough so that members know and understand what will be discussed. That does not preclude new items being brought up at the last minute when there was no way to know about them ahead of time. Board members should be encouraged to let the President know about items they would like added to the agenda.