



Sample club meeting agenda

1. Call to order - The person leading the meeting (the chairman or president) says, "The meeting will come to order." This is how the meeting is started.
2. Singing of the national anthem
3. Pledge to the flag
4. Special reflection
5. Introduction of visitors
6. Minutes – One of the club secretary's jobs is to take notes during the club meeting and write down everything that was discussed. During the meeting, the secretary will read the minutes of the previous meeting.
7. Officers' reports – Officers of the Aktion Club include the president, vice-president, secretary, and treasurer. A report is given by each of the officers during the meeting.
8. Committee reports – The chairman of each club committee tells the club what the committee has been doing.
9. Unfinished business - The president presents items discussed at the previous meeting that need to be discussed further.
10. New business – The president presents new topics for discussion. New business sometimes is referred to as "special order."
11. Club Program – A special guest is invited to speak about a topic of interest.
12. Announcements – The president or another club member shares information with club members about upcoming events and activities.
13. Adjournment – The president moves to adjourn the meeting and closes the meeting