Example Club Meeting Agenda
Type of Meeting (General Body or Exec)
Date
Time

Review of Last Week’s Minutes

Old Business- (this is the time to follow up on past events and how they went)

New Business- (Upcoming events, New Ideas, Review of Calendar)

Executive Board Reports/Committee Updates- (this is when the treasurer should give you a budget report, program planning committees should update the general body on their progress, etc.)

When is next meeting/event