

Sample AGENDA for a Club Board Meeting

SAINT MARY'S COLLEGE

LOCAL ALUMNAE CLUB

DATE

Sue Smith home, 123 Main St., Hometown

- I. Call to Order and Opening Prayer.
- II. Approval of Minutes of Last Meeting.
- III. Treasurer's Report (dues income, expenses, current bank balance, projected expenses.)
- IV. Old Business
 - A. Founders' Day Event (attendance, profit or loss, general critique of event, submission of written report for file.
 - B. Committee Reports
 1. Membership
 - Directory
 2. Networking
 - Career Exploration Program
 3. Scholarship
 4. Telephone
 5. Hospitality
- V. New Business
 - A. Winter Seminar
 - B. Spring Luncheon and Garden Tour
 - C. Nominating Committee
 - D. Other
- VI. President's Remarks
- VII. Schedule Next Board/Business Meeting
- VIII. Adjournment and Closing Prayer

[Agenda and minutes of previous meeting should be in the hands of the board members a week prior to the meeting. If there is a proposal before the board that requires action or approval at this meeting, that written proposal should be included with the minutes and agenda.]