



Sample Illustrative Agenda

Many agendas cover “old business” and “new business.” However, the table format on the following page helps involve participants in the meetings by making the agenda into a work sheet.

1. Timing

Indicate the amount of time each item will take – for example, 8:00 - 8:15, Treasurer’s report and discussion – so you can see whether or not all items can be handled in the time available. If not, you need to postpone an agenda item.

2. Agenda Item

List the item to be dealt with (e.g., minutes, nominating committee report, bylaws, discussion, etc.).

3. Method

Indicate how each item will be dealt with (e.g., report, group discussion, small group discussion, brainstorming, etc.).

4. Responsibility

List the name or initials of the person responsible for that item (e.g., Henry for greetings, Judy for opening remarks and call to orders, etc.).

5. Resources Required

For each agenda item, list necessary resources and materials (e.g., coffee, tea, newsprint, scratch paper, pens, name tags, pins, minutes from the last meeting, etc.)

6. Purpose

Establish a specific required outcome or purpose for each agenda item, which will help determine the time it needs on the agenda. Outcomes can include information, inspiration, reporting, policy-making, decision-making, discussion, and recommendations.

7. Follow-up Action

Indicate what, if any, follow-up action is required for each item. If no follow up is necessary, write in the word “none.”