

MONTHLY MEMBERSHIP MEETING Sample Agenda

Best Practices

- ✓ Make it informative, interactive and visual when possible.
- ✓ A timed Agenda keeps everyone on track and gives room for comment, but also gives control to the chair.
- ✓ Meetings are one of the best ways to connect directly to members, so make it welcoming and with the attendees in mind.

 TIP – HAVE A TIMED AGENDA – HERE’S A SAMPLE OF TIMING AND CONTENT:

7:00 p.m. Opening of meeting

Roll call of officers and introductions of members

Approval of minutes and financial report

7:10 -7:30 pm Presentation

7:30 – 7:45 pm Questions and Answers

7:45 – 8:10 pm Reports: for example: Political Action Committee

Health and Safety Committee

Grievance Committee

8:10 p.m. New Business

List if there is a specific topic already known

8:15 p.m. Old Business

List if there is something from a previous meeting

8:20 p.m. Adjourn

Questions? Contact Jane Doe at 555-1234 or localxyzunion@gmail.com