Members in attendance:

Members absent:

Agenda/Items to report on

1. Review of previous meeting’s minutes
2. Review of goals/tasks to be completed
3. Progress reports
   A. Progress report on goal #1: _____________________________________________________
      - Specific action(s) to be completed (by who/when)
   B. Progress report on goal #2: _____________________________________________________
      - Specific action(s) to be completed (by who/when)
   C. Progress report on goal #3: _____________________________________________________
      - Specific action(s) to be completed (by who/when)

4. Discussions (use back to record more information if needed)
   A. Goals/Tasks completed?
   B. New goals/tasks to be set?

5. Recommendations to be made to the Executive Committee? The membership?
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   -
Committee Tips

1. Purpose: the purpose of the meeting and its agenda/report is to organize the work and inform the executive committee, membership, and advisors of the group’s progress. It is also a chance to communicate suggestions and/or concerns to the executive committee while outlining the duties of specific committee members.

2. Planning/conducting the meeting
   • Don’t have a meeting unless you have sent out an agenda to the committee members with the meeting time (start and end) and place.
   • Start promptly and keep the meeting moving! No meeting should last more than 1 hour. If you require more time, meet more frequently!
   • In order to save time, consider limiting the discussion on a goal/task/topic to 10 minutes. Give everyone a minute or two to speak, and then, at the end of 10 minutes, make a decision on the subject or table it until you have more information to make a decision.
   • When planning events/activities, make a timeline and set deadlines to have things done. Don’t wait until the last minute. Use this set of goals/assigned tasks for the committee to work towards and make progress reports on.

3. Preparing the report
   • Use the sample template provided. Make several copies for the meetings. The committee chair should write down key points as they lead the discussion. The chair should ask one other committee member to help take notes as this will be very helpful as you prepare your report for the executive committee/membership.
   • Within 10 minutes of closing the meeting, the chair should compile the preliminary report forms into one final report to be sent to the president and/or advisors (by email or hand delivered) on the day following the committee meeting.
   • Share committee reports with other committee chairs and with your own committee members to get feedback and extra help if needed.
   • Be prepared to give a committee report to the membership at the next regular membership meeting.