

Model Club Meeting Agenda

Effective Club meetings take planning and preparation. A well organized meeting will hopefully have members looking forward to the next one. A key element of this planning and preparations is a well prepared agenda. Delivering a meeting that is well run and makes effective use of everyone's time is essential to being a successful club president. By developing and following a detailed yet flexible agenda a Club president can keep their meeting streamlined and focused, ensuring that they meet all their goals for the meeting as well as satisfy the needs of those attending the meeting.

The Agenda

	Breakfast	Luncheon	Dinner	
1	7:45	12:15	6:30	Call the meeting to order by the presiding officer
2	7:46	12:16	6:31	Invocation and pledge of allegiance or toast to Canada, Jamaica, etc. You may also have a silent meditation time in place of an invocation, or a silent time to think about the intention to do some thing positive today. A great time to introduce and inspirational or motivational message. Have members speak about something they are grateful for since the last meeting.
3	7:51	12:21	6:36	Meal service
4	8:11	12:41	7:01	Introduction of guests
5	8:14	12:43	7:03	Induction and/or introduction of new members
6	8:17	12:46	7:06	Introduction of members with birthdays
7	8:19	12:48	7:08	Reading of new member proposals
8	8:24	12:53	7:13	Special committee announcements
9	8:29	12:58	7:18	Introduction of guest speaker
10	8:30	12:59	7:19	Speaker
11	8:55	1:24	7:44	Thanks or response to speaker
12	8:57	1:26	7:46	Announcement of next week's program
13	8:58	1:27	7:47	Drawing of door prize
14	8:59	1:29	7:49	Unison reciting of the Optimist Creed
15	9:00	1:30	8:00	Adjourn

Consider the following when developing an agenda:

1. **Call meeting to order.** Always start the meeting on time.
2. **Invocation.** Given by a member or minister. The person giving the invocation should be notified in advance. This is followed by the Pledge to the flag, singing of the National Anthem or toast to Optimists of all nations. In addition this would also be a great time to Introduce an inspirational or motivational message.
3. **Meal service.** Members and quests have the opportunity for free discussion and fellowship.
4. **Introduction of Guests.** Information about each guest should be obtained by the Fellowship Committee and provided to the President or presiding officer. The President or presiding officer may call upon members to formally introduce their guests. Attendance blanks should be given to all members and visitors. Guests should be welcomed at the door and asked to sign a guest register.
5. **Induction and/or Introduction of New Members.** Recognizing new members builds moral, increases fellowship, and helps integrate them in to the club faster. A formal induction ceremony should be performed as soon as possible after the member joins the club.
6. **Introduction of Members with Birthdays.** Everyone likes to be wished a happy birthday. Some Clubs sing a birthday greeting for their members. Another idea is that once a month, members who are celebrating a birthday during that month be assigned to a special table with a cake.

7. **Reading New Member Proposals.** This part of the agenda acquaints all Members with the names of those being considered for membership.
8. **Committee Announcements.** An opportunity should be made for committee chairs to make brief announcements about committee activities. No business of any kind should be entertained by the Chair. If such occurs, it should immediately be referred to a Committee or the Board of Directors. Prior to the meeting if a Chair desires to make an announcement or report, he or she should ask the President or presiding officer for time on the agenda.
9. **Introduction of Speaker or Program.** This portion of the agenda is the responsibility of the Program Committee. Introductions are not speeches. Be brief and show familiarity with the speaker and the subject. Many Clubs rise to greet the speaker. This action relaxes the members of the audience, affords the opportunity for rearrangement of chairs, and gives the speaker an opportunity to place his/her notes and collect his/her thoughts.
10. **Speaker's Address or Program.** Out of respect for the speaker attentiveness and quiet should prevail throughout this portion of the meeting. All movement and conversations should be restrained and cell phones turned off or vibrate. Nothing is more distracting to a speaker than having someone walking around the room, carrying on a conversation, or having a cell phone go off while the speaker is speaking.
11. **The Thanks or Response.** This portion of the program also should be brief and to the point. The Program Committee has an excellent opportunity to encourage personal participation by Club Members. Arrange to have different members rise at each meeting and thank the speaker.
12. **Announcement of Next Week's Program.** Providing a preview of upcoming programs is essential for maintaining and increasing member attendance. Giving a brief overview of what an upcoming program involves is a great way to peak member interest.
13. **Drawing for Door Prizes.** Placing the drawing at this point on the agenda encourages members to remain for the program. Members could take turns providing the door prize. Items representing the donor's business is especially appropriate. These should not be expensive items, nor should they come from individuals other than the Club Members.
14. **The Optimist Creed.** The Optimist Creed is an important part of a Club meeting. Do not overlook the potential impact it can have on Club Members as well as guests.
15. **Adjourn.** Adjourn the meeting on time.

