Ideas for Meeting Agendas

There are many ways to operate your committee meetings: A standard format is using parliamentary procedure following Robert's Rules of Order.

Schedule: Your meetings can be monthly, bi-monthly, or quarterly.

Length: Your meetings can be one hour, two hours, three hours, or longer.

However - Please be respectful of people's time

Format: Your meetings can be conducted face-to-face, via conference calls, or virtually with a program such as Zoom.

Whatever your time, length, or format, it is useful to share an agenda with your sisters prior to your meeting. We have created an agenda template that can be modified for each meeting and may also be of assistance when taking minutes. You can find it HERE.

This document includes the following **11 sample agendas** that each have a specific **focus**:

Goal-Setting/Planning Focused Meeting	**General-Event** Focused Meeting
Goal-Updates Focused Meeting	**Mentoring/Coaching** Focused Meeting
Jobs Focused Meeting	**Committee-Success** Focused Meeting
Development Focused Meeting	**Committee Start-Up** Focused Meeting
Speaker Focused Meeting	**General Meeting** (Not Focused)
Outreach Focused Meeting	

As you review the sample agendas, notice that the items with Roman Numerals (I, II, III, IV, V, etc.) represent the topics to actually put on your agenda. The Capitalized Alphabets (A, B, C, D, etc.) represent ways to manage the discussion of that specific topic.

Use these agenda topics as a guide to plan your committee meetings. You can use them "as is" or customize them to fit your needs.

There are many resources available on the SIB website to assist you (www.carpenters.org/regional-council-resources)

KEY POINT: Some agendas include topics that address "prior" actions or activities by committee members. If this is your **First Meeting** on a specific topic, eliminate those items. Or, use the **GeneralMeeting** (No Focus) agenda for your first meeting. Then, use your specific topic focused agenda for your next meeting(s).

Goal-Setting/Planning Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of committee purpose

Chair provides overview of committee purpose

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Identify goals that fit within the committee purpose

Entire committee selects goals to pursue for the entire year or shorter period of time

Entire committee establishes due dates for each goal

Develop a plan to complete the first goal

Entire committee identifies action items required to complete the first goal

Entire committee assigns due dates to each action item

Individual committee members take responsibility for completing each action item

Discuss approaches for providing updates

Entire committee decides types of updates that will be provided before the next meeting

Entire committee decides types of updates that will be provided during the next meeting

Closing Remarks

Chair thanks everyone

Goal-Updates Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of goals progress to date

Chair provides overview of goals progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Review goals completed since last meeting

Individual committee members discuss goals completed based on responsibilities (if desired, list nameson agenda)

Entire committee asks questions, offers input, and discusses next steps

Review goals due by the next meeting

Chair reviews goals due by the next meeting (if desired, list names on agenda)

Entire committee asks questions, offers input, and discusses next steps

Discuss goals due after the next meeting

Entire committee addresses issues or asks questions related to future goals that are due beyond thenext meeting

Closing Remarks

Chair thanks everyone

Jobs Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of jobs progress to date

Chair provides overview of jobs progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Discuss actions taken to pursue job opportunities since last meeting

Individual committee members discuss actions and results based on responsibilities (if desired, listnames on the agenda)

Entire committee discusses what actions were effective

Entire committee discusses what actions were not effective

Entire committee discusses ways to continue doing the actions that were effective

Entire committee discusses ways to correct the actions that were not effective

Present new job opportunities

Individual committee members share information about new job opportunities discovered since the lastmeeting based on responsibilities (if desired, list names on the agenda)

Entire committee discusses which Sisters will pursue these new job opportunities

Entire committee provides guidance on "how" these Sisters should pursue the new job opportunities

Discuss approaches to identify additional job opportunities prior to next meeting

Entire committee discusses actions to locate new job opportunities

Individual committee members take responsibility for each action

Closing remarks / Chair thanks everyone

Development Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of learning activities progress to date

Chair provides overview of learning activities progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Discuss actions taken to use what was learned during the last meeting

Individual committee members who used the learning techniques discuss actions and results

Entire committee suggests ways to make improvements where actions did not produce positive results

Entire committee suggests ways to continue using the learning techniques that did produce positiveresults

Engage in new learning activity

Entire committee participates in some type of learning activity that is interactive and involves everyone

Chair could lead the activity

One or more committee members could lead the activity

An invited guest could lead the activity

Discuss ways to apply what was learned during the current meeting

Entire committee discusses the benefits of using what was learned

Entire committee discusses the best ways to apply what was learned

Entire committee discusses what could go wrong and how to deal with the situation

Share other information about learning regarding past, present, or future topics

Entire committee provides information discovered from websites, books, articles, audio sources, formaltraining

classes, or informal training classes

Note: It will useful to advise everyone to bring this type of information to each meetingVIII.Identify learning topic for the next meeting

Entire committee identifies the learning topic for the next meeting

Entire committee determines who will lead the learning activity during the next meeting

Note: For this type of meeting, it is best to have conducted a survey to determine the learning topics that interest your Sisters.

Closing remarks / Chair thanks everyone

Speaker Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Discussion of outstanding committee items

Chair facilitates discussion of any outstanding committee items

Note: You want to devote most of your meeting to your invited speaker. So if you include this section onyour agenda, keep it brief.

Introduction of speaker

Chair or committee member introduces the speaker

Questions and Discussion

Note: Even if the speaker will answer questions during the presentation, it is still useful to have this sectionon the agenda to verify that there are no additional questions.

Overview of topics that will be covered by a new speaker at the next meeting

Chair provides overview of agenda for the next meeting

Entire committee asks questions, offers input, and discusses next steps

Closing remarks

Chair thanks everyone

Outreach Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of outreach progress to date

Chair provides overview of outreach progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Review results of outreach activities completed since the last meeting

Individual committee members discuss activities and results based on responsibilities (if desired, list names on the agenda)

Entire committee discusses what activities were effective

Entire committee discusses what activities were not effective

Entire committee discusses ways to continue doing the activities that were effective

Entire committee discusses ways to correct the activities that were not effective

Review progress of ongoing or continuous outreach activities

Individual committee members discuss ongoing or continuous outreach activities based on responsibilities (if desired, list names on the agenda)

Entire committee asks questions, offers input, and discusses next steps

Discuss ways to apply "lessons learned" to the next outreach activity the committee will pursue

Entire committee discusses ways to use effective techniques

Entire committee discusses ways to avoid ineffective techniques

Review plans for upcoming outreach activity

Individual committee members provide updates on upcoming outreach activities based on responsibilities (if

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desired, list names on the agenda)

Entire committee asks questions, offers input, and discusses next steps

Closing remarks

Chair thanks everyone

General-Event Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of events progress to date

Chair provides overview of events progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Review results of actions completed since the last meeting

Individual committee members discuss actions and results based on responsibilities (if desired, list names on the agenda)

Entire committee discusses what actions were effective

Entire committee discusses what actions were not effective

Entire committee discusses ways to continue doing the actions that were effective

Entire committee discusses ways to correct the actions that were not effective

Discuss ways to apply "lessons learned" to the next event the committee will pursue

Entire committee discusses ways to use effective techniques

Entire committee discusses ways to avoid ineffective techniques

Review plans for upcoming event

Individual committee members provide updates on upcoming event based on responsibilities (if desired, list names on the agenda)

Entire committee asks questions, offers input, and discusses next steps

Closing remarks

Chair thanks everyone

Mentoring/Coaching Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of mentoring/coaching progress to date

Chair provides overview of mentoring/coaching progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Discuss actions taken to use mentoring/coaching techniques to the work-related situation(s) discussedduring the last meeting

Individual committee members who asked for guidance on how to handle work-related situations share feedback (if desired, list names on the agenda)

If other individual committee members used the mentoring/coaching techniques, they share feedbackas well

Entire committee provides additional guidance

Entire committee provides encouragement

Discuss ways to handle new work-related situation that was identified during the last meeting

Entire committee provides ideas on how to handle the situation

Volunteer committee members participate in role-play (it is useful to have asked for volunteers beforethe meeting)

Entire committee discusses what could go wrong and how to deal with the situation

Individual committee members share "success stories" involving a similar situation

Discuss ways to handle new work-related situation identified by member currently at the meeting

One member shares a specific work-related situation where she would like guidance

Entire committee provides ideas on how to handle the situation

The member who has the work-situation participates in a role-play with another committee member andapplies

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some of the suggested techniques

Entire committee provides additional guidance

Entire committee provides encouragement

Individual committee members share "success stories" involving a similar situation

Identify ways to apply mentoring/coaching techniques to other work-related situations

Entire committee reviews the list of ideas and suggests other types of situations where these ideasmight work

Identify one work-related topic for the next meeting

Entire committee identifies the work-related topic for the next meeting

Note: For this type of meeting, it is useful to have a topic identified in advance even though Sisters maycome with their own topic.

Closing remarks

Chair thanks everyone

Committee-Success Focused Meeting

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Overview of success progress to date

Chair provides overview of success progress

Chair provides general feedback received from Sisters (if any)

Chair provides general feedback received from UBC, Council, or Local leadership (if any)

Discuss actions taken to help the committee become more successful since the last meeting

Individual committee members discuss actions and results based on responsibilities (if desired, list names on the agenda)

Entire committee discusses what actions were effective

Entire committee discusses what actions were not effective

Entire committee discusses ways to continue doing the actions that were effective

Entire committee discusses ways to correct the actions that were not effective

Identify new actions to help the committee become more successful

Entire committee discusses new actions to help the committee become more successful

Entire committee discusses the pros and cons of each new action

Entire committee discusses ways to implement each new action

Select new actions to implement prior to the next meeting

Entire committee selects new actions to implement prior to the next meeting

Individual committee members take responsibility for each new action

Closing remarks

Chair thanks everyone

Committee Start-Up Focused Meeting

Note: You should always contact your Council and Local leadership to get their support and input prior to starting any SIB committee. The following sample agenda can be used to prepare for a discussion withyour leadership; or it can be used after you have discussed your ideas with your leadership.

Discuss committee purpose

Attendees decide on the overall purpose of the committee

Discuss committee topics, events, and activities

Attendees develop a general list of topics, events, and activities that will fit within the committeepurpose

Discuss committee operating approaches

Attendees decide:

How often the committee will meet

Where the committee will meet

What time the committee will meet

How long meetings will be

What will be the format for meetings (e.g., face-to-face, conference calls, Skype)

What type of services the committee will offer (e.g., babysitting, refreshments)

Whether meetings will be formal (agenda with Robert's Rules) or informal (agenda without Robert'sRules)

Discuss ongoing actions required to maintain the committee

Attendees discuss needs involving:

How to contact Sisters

How to advertise the committee

How to notify Sisters about meetings

Types of materials needed for each meeting

How to arrange for meeting rooms

How to arrange for parking, refreshments, or other essentials

Discuss committee member roles and responsibilities

Attendees decide:

Who will chair the committee

Who will handle various committee responsibilities

Plan for the next meeting

Attendees select a topic for the next meeting

Attendees select a date and time for the next meeting

Attendees decide on activities required to prepare for the next meeting

Attendees determine who will take responsibility for each activity

Closing Remarks

Attendees offer input on meeting outcomes

11. General Meeting (No Focus)

Opening remarks

Welcome by committee chair

Review of safety or other housekeeping information (if appropriate)

Introduction of invited guests (if appropriate)

Introduction of officers or other regular meeting attendees (if appropriate)

Introduction of Sisters attending meeting for the first time (if appropriate)

Comments by invited guests (if appropriate, for example EST)

Review agenda

Chair reviews the agenda

Discussion of outstanding committee items

Chair facilitates discussion of any outstanding committee items

Topic for the meeting

Chair or committee member(s) facilitate discussion of meeting topic

Questions and Answers

Chair or committee member(s) facilitate questions and answers

Preview of topics for next meeting

Chair provides overview of agenda for the next meeting

Entire committee asks questions, offers input, and discusses next steps

Closing remarks

Chair thanks everyone