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How to Write an Agenda

An agenda is a written plan.

It shows (in order) what needs to be discussed or what needs to happen at a meeting.

This helps you stick to a plan.

By doing this, you will get more done in your meetings.

The Agenda is usually put together by the Chairperson and the Secretary.

If your group doesn't use an agenda, you can write down what will happen at the meeting on a whiteboard.

Your agenda should tell you where the meeting is and what time it will start and finish.

It can use headings with a description underneath of what needs to be discussed.

It is a good idea to also include a recommendation about what the group will do next to each issue.



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For example, an agenda item might be to 'write a letter of thanks to the Bendigo Bank for donating funds'.

A suggested course of action might be, 'The group moved that (Secretary) writes and sends a letter of thanks by the end of October to the Bendigo Bank for donating funds.'

Make sure the order of items on the agenda makes sense.

If something was under 'other business' in the meeting before, it might be under 'business arising' on the next meeting.

Don't leave important decisions til last.

Include the time you think each agenda item will take.

No agenda item should take longer than twenty minutes. If it will take longer than this to talk about something, make sure there is a break.

Meetings are better if they are short – usually under two hours.

If you need a break, make sure you say, 'The meeting is adjourned.' This tells people that they can stop talking about the business of the meeting and start talking about other things.

Make sure people who need to do things are told about it before hand, and write down their names or initials in the agenda in brackets next to what they have to do.

The agenda should go out a few days before the meeting.



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If there are important documents that people attending the meeting need to read, send them out with the agenda.

This makes the meeting go faster.

Leave space on the agenda so people can write notes if they want to.

Here is an example of an easy Agenda.

Suggested agenda items:

1. Call the meeting to order.

The Chairperson gets everyone's attention and says "This meeting will come to order." Everyone should quiet down so the meeting can start.

2. Roll call or introductions. Secretary reads roll call or people introduce selves.

3. The Minutes. The secretary reads aloud (or has someone else read) the minutes of the last meeting and people have the opportunity to add or make corrections to the minutes. The officer in charge asks the members for a motion to accept the minutes (as read, with additions, or with changes.) There is a vote to accept the minutes.

4. Treasurer's Report. The report is read aloud by the treasurer.

5. Old business. Old business is the list of items that were not fully discussed at the last meeting. This is the time for committees to report



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on things the group has been working on. Before ending this part of the meeting the officer in charge asks “Is there any other old business?”

6. New Business. New items not discussed at the last meeting. The officer in charge opens the discussion and asks “Is there any other new business” before ending this portion of the meeting.

7. Announcements. This is the time to remind members about upcoming events. Members can also share things happening in their lives like work, home life, hobbies, new skills, volunteering or things that might be considered interesting to the group.

8. The Program. This is the time for learning new things of interest to members. If possible, this should be done in an entertaining way. Groups could consider guest speakers, a relevant video, or working on a group volunteer project.

9. End the Meeting. The officer in charge asks for a motion to end the meeting. After someone motions, the president calls for a vote to end the meeting. After the vote, the meeting is ended by the president.

10. Refreshments and social time are fun and give members time to get to know each other

Extra Resources - Twitter Tips for

Beginners: <http://goinswriter.com/twitter-tips-for-beginners/>



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New and Existing Support Group Development, Telephone Information Line,
Information Forums, Facilities and Equipment Hire

On-line Directory of Support Groups and Community Organisations, E-News

People With disabilities WA:

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: info@pwdwa.org Web: www.pwdwa.org