Agenda Sample

Document No.: T-02-002 Effective Date: 05/2026

Date: _____ Time: _____ Location: _____

Call to Order

Verification of Quorum

Confirmation that a quorum of members is present.

Approval of Meeting Minutes

President's Report

Overview of the organization's activities, accomplishments, and progress over the past year.

Treasurer's Annual Financial Report

Presentation of the organization's financial summary and current financial status.

Committee Reports

Reports from standing or special committees, which may include:

- Fundraising Committee
- Events Committee
- Volunteer Coordination Committee
- Audit Committee

State of the Organization Report

Summary of the organization's overall impact, membership engagement, and future priorities.

Band Director Report/Update

Old Business

Discussion and resolution of any unfinished business from previous meetings.

New Business

Introduction and discussion of new items requiring consideration or action.

Strategic Goals for the Upcoming Year

- What the board wants to accomplish
- Where resources will be focused
- How the organization plans to support students and the band program

Election of Officers

Presentation of nominees and election of officers for the upcoming term.

Positions to be elected may include:

- President
- Vice President
- Secretary
- Treasurer
- Membership Director

Announcements

Updates regarding upcoming events, volunteer opportunities, or program activities.

Adjournment

Formal adjournment of the Annual