

Suggested Committee Meeting Agenda:

(This guide may be used by the committee chair to make a more specific agenda.)

- 1) Open with prayer of choice.
- 2) Identify volunteer to act as secretary to take notes.
- 3) Fill in contact information form for those present. *(Make copies for the committee folder and each member.)*
- 4) Read the purpose of this committee.
- 5) Read the minutes of the last committee meeting.
- 6) Unfinished business: Anything scheduled for last meeting that was not addressed or completed.
- 7) New Business: New projects or issues to be addressed.
- 8) Decide who will write the report and who will present it to the assembly.
- 9) Close the meeting with prayer of choice.

Fill in the committee minutes and report forms. (Make copies for the committee folder and each member.)

Notes:

The Region 5 _____ Committee Meeting Minutes

for Saturday, _____, 20____

***Acting secretary:* _____**

***Chair:* _____**

***Others members present:* _____**

Notes:

The Region 5 _____ Committee Meeting Report
for Saturday, _____, 20____

Business:

Decisions made:

Actions taken:

Assignments made:

Issues for later: