

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 a volunteer to act as secretary to take notes.
- 3) Fill in contact information form for those present. *(Make copies for each member and place one in the folder.)*
- 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) Decide when the committee will meet next (between Assemblies) to follow up with projects.
- 10) Close the meeting with prayer of choice.

Fill in the committee minutes and report forms. (Email the minutes to each committee member or make copies for each member and place one in the folder.)

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: