

Club Meeting Agenda Template

A proven one-page agenda that keeps club meetings moving – timed segments, reports, and a program slot.

Club name

Meeting date and time

Location

Presiding officer

Agenda

Time	Item	Who
0:00	Call to order, pledge, and invocation or thought of the day	President
0:05	Welcome guests and new member introductions	President
0:10	Approval of previous meeting minutes	Secretary
0:12	Treasurer's report	Treasurer
0:17	Committee reports (2 minutes each)	Committee chairs
0:27	Old business	President
0:35	New business	President
0:43	Program: speaker or club activity	Program chair
0:55	Announcements and upcoming events	All
1:00	Adjournment	President

Notes and follow-ups

Decisions made

Action items (what, who, by when)

Guests to follow up with

Tip. End on time even when you start late. Members forgive a rushed announcement segment; they do not forgive meetings that routinely run over.