

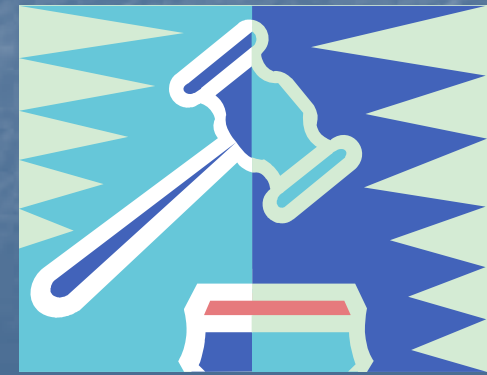


# Planning Your Meeting Agenda

CSNA Leadership Training  
June 2, 2007

# Who Needs an Agenda?

- Communicates information
  - Topics, presenter, time
- Outline
- Checklist
- Participants come prepared
- Focus for meeting



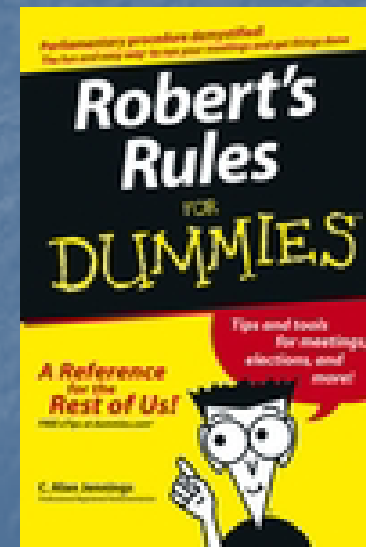
# An Effective Agenda

- Start time
- End time
- Location
- Topics
  - Some detail
  - Time for each
  - Presenters



# Resources

- Robert's Rules
- CSNA & SNA samples



# The Basic Agenda

- Call to Order
- Opening Ceremonies
  - Welcome
  - "God before country"
- Roll Call
- Approval of Minutes



# The Basic Agenda

- Reports
  - Executive Committee
  - Committees
- Old Business
- New Business



# The Basic Agenda

- Program
- Announcements
- For the Good of The Order
- Adjournment



# Success!

- Roadmap
- Keep on track
- Get it to the right people
- Post on the CSNA website!

