



Operations: SAMPLE MEETING AGENDA

Deborah Long, [Triangle Jewish Genealogical Society](#) (2015)

Every JGS runs its meetings differently, but it may be helpful to know have some guidelines for running meetings so that attendees know what to expect.

The following agenda outlines a typical 2-hour meeting.

Example of Order of Procedure for Meeting

Welcome members. Introduce guests.

Read and approve the minutes. “The minutes have been distributed. Any corrections? Changes? May I have a motion to approve the minutes? Thank you to _____ for preparing the minutes.”

Report of treasurer: “May we have the treasurer’s report?” Thank you to _____ for preparing the treasurer’s report.”

Vice President: “Please tell us what programs are coming up on our calendar. Thank you for handling the organizing of our programs.”

Report of any Standing committees: (such as)

Membership

Publicity

Correspondence

Newsletter

Cemetery Indexing

Website/Facebook

Unfinished Business: “Under unfinished business, the first item of business is”

New Business: “Is there any new (further) business?”

Adjourn the meeting:

“I will turn the time over to our Program Chair to introduce our speaker” (at general membership meetings)

Thank the speaker.