

Levelling up your agenda

Creating an agenda prior to the committee meeting helps to keep the committee meeting on track. Positioning of items on the agenda can ensure that the meeting runs efficiently.

Consider:

1. Allow committee representatives the opportunity to raise agenda items prior to the meeting.
2. Including the motions in the agenda to allow time for the committee to consider and where necessary, gather feedback from members of the school association allowing for timely decisions.
3. Assigning names to the items to allow other committee representatives to contact the person who raised the item for further information prior to the meeting.
4. Adding a time limit to items can benefit a packed agenda.
5. Send reports along with the agenda, asking for questions to the report instead of long verbal reports.
6. Agenda and meeting papers should be sent 1 week prior to the meeting.

The agenda template can be found [HERE](#).