



Suggested Club Officer Meeting Agenda

1. Roll Call
2. Club Secretary's Report
 - Minutes from last board meeting
 - Approval to pay bills
3. Treasurer's Report—The treasurer reports to the board the amount of money raised by club members and how the money was spent.
4. Committee Chairpersons' Reports--Each of the committee chairmen should give a brief report about their committee's activities.
5. Unfinished Business--The president presents items discussed at the previous meeting that need further discussion.
6. New Business--The president presents new topics for discussion.
7. Club evaluation (Below are suggestions for discussion and planning topics.)
 - Discuss:
 - Ways to make club meetings more interesting.
 - Ways to help committees be more effective.
 - Story ideas for the club's newsletter.
 - Club fundraising ideas.
 - Ideas about developing a club brochure.
 - Plan:
 - A time to hold a club informational meeting about Kiwanis International.
 - A time to hold a club informational meeting about an important issue in the community.
 - The club's next major service project.