

11 EXAMPLE OF MEETING AGENDA (Form)

AGENDA FOR NAME OF DIVISION
NAME OF COMMITTEE MEETING
DATE AND TIME
PLACE AND ROOM
CITY AND STATE

1. **Call meeting to order** (You may want to list individual responsible for making presentation)
2. **Approval of previous meeting minutes** Chair
3. **Treasurer's Report**
4. **Division Committee Reports**
 - a. **Nominating**
 - b. **Honors and Awards**
 - c. **Special Committees**
5. **Society Committee presentations**
(i.e., Standards, Program)
6. **Individual Reports on Special Projects**
 - a. **Division representatives to Program Committee**
7. **New Business**
8. **Old Business**
9. **Adjourn**

- NOTE:**
1. **Refer to ROBERTS RULES OF ORDER for guidance in conducting a meeting.**
 2. **Minutes of the Division's Executive Committee should be sent to the ANS Governance Department within 30 days after the meeting. The Governance Department will distribute the minutes and attachments to division officers and executive committee members. A copy is kept on file at ANS Headquarters.**