

## *Stepping up to leadership Presentation*

### **Top 15 Items for conducting a Membership Meeting**

#### **“Agenda Overview”**

1. Call Meeting to Order
2. President to confirm with Secretary if quorum is present
3. Invocation
4. Pledge of Allegiance “optional” (for USA Clubs only)
5. Dinner
  - Introduce Speaker
  - Speakers Presentation
  - Thank the speaker
  - 5 minute break (optional)
6. Discuss minutes of previous meeting
7. Correspondence
8. Treasurers Report
9. Standing Committee Reports
10. Special Committee Reports
11. Unfinished Business
12. New Business
13. Announcements
14. If No further Business, Adjourn Meeting