

BOARD MEETING AGENDA TEMPLATE

NU Club of _____
Date

Attendees: (list names)

Opening Business

- Introductions
- Approval of minutes

Reports

- President
- Treasurer
 - Current balance in account(s) = ____
- Membership
 - Current Membership = ____
 - Membership promotion plans
- Communications
 - Current Communications Needs
 - Email newsletter dates
 - Social media updates
- Recent Grad Chair
- Career/Networking Chair
- NAA Regional Director

Items for Discussion

- Club Presidents' Notes update from the NAA
- Leadership Symposium
- Other

Review of Events Held Since Last Meeting

- Event #1
- Event #2

Overview of Upcoming Events

- Event #1
- Planning for next 6 months

Other Business

- Upcoming Board Meetings – dates, time, location

Action Items/Next Steps

- List items to be completed or in progress by next meeting, list owner

Adjourn