

Model Club Meeting Agenda

	<u>Breakfast</u>	<u>Luncheon</u>	<u>Dinner</u>	
1	7:45	12:15	6:30	Call to order by presiding officer
2	7:46	12:16	6:31	Invocation and pledge of allegiance or toast to Canada, Jamaica, etc.
3	7:47	12:17	6:32	Meal Service
4	8:07	12:37	6:52	Introduction of guests
5	8:10	12:40	6:55	Induction and/or introduction of new members
6	8:13	12:43	6:58	Introduction of members with birthdays
7	8:15	12:45	7:00	Reading of new member proposals
8	8:20	12:50	7:05	Special committee announcements
9	8:27	12:57	7:12	Introduction of guest speaker or program
10	8:28	12:58	7:13	Speaker
11	8:53	1:23	7:38	Thanks or response to speaker
12	8:55	1:25	7:40	Announcement of next week's program
13	8:56	1:26	7:41	Drawing for door prize
14	8:57	1:27	7:42	Unison reading of the Optimist Creed
15	9:00	1:30	7:45	Adjourn

Consider the following when developing an agenda:

1. Call to Order. Start the meeting on time.
2. Invocation. Often given by a minister, but any member is equally appropriate. This is followed by the Pledge to the flag, singing of the National Anthem or toast to Optimists of all nations.
3. Meal Service. This time may also be used for free discussion and fellowship.
4. Introduction of Guests. Information for this should be obtained by the Fellowship Committee and furnished to the President. The President may call upon members to introduce their guests. Attendance blanks should be given to all members and visitors. Guests should be welcomed at the door and asked to sign the guest register.
5. Induction and/or Introduction of New Members. A new Member enjoys being recognized at the first few meetings. This is also the time to induct new Members.
6. Introduction of Members with Birthdays. Everyone likes to be wished a happy birthday. Some Clubs sing a birth-day greeting for their members. Once a month, members who have birthdays during that month could be assigned to a special table with a cake.
7. Reading of New Member Proposals. This acquaints all Members with the names of those being considered for membership.
8. Committee Announcements. Announcements must be brief. Prior to the meeting, Chairs who desire to make announcements should ask the President for time. No business of any kind should be entertained by the Chair. If such occurs, it should immediately be referred to a Committee or the Board.
9. Introduction of Speaker or Program. This item is the responsibility of the Program Committee. Introductions are not speeches. Be brief and show familiarity with the speaker and the subject. Many Clubs rise to greet the speaker. It relaxes members of the audience,

affords the opportunity for the rearrangement of Chairs and gives the speaker an opportunity to place his/her notes and collect his/her thoughts.

10. Speaker's Address or Program. Attentiveness and quiet should prevail throughout this portion of the meeting. All movement should be restrained. Nothing is more distracting to a speaker than having someone walking around the room or carrying on conversations while the speaker is speaking.
11. The Response. This portion of the program also should be brief and to the point. The Program Committee has an excellent opportunity to encourage personal participation by Club Members. Arrange to have different members rise at each meeting and thank the speaker.
12. Announcement of Next Week's Program. The Program Committee Member must be tactful in reference to comparative qualities of programs. He/she should never say, "Next week's program will be the best ever." Give time for any new member to go to the door before adjournment and be ready to greet members as they leave.
13. Drawing for Door Prize. Placing the drawing at this point on the agenda encourages members to remain for the program. Members could take turns bringing the door prize. Some item representative of the donor's business is especially appropriate. These should not be expensive items, nor should they come from individuals other than the Club Members.
14. The Optimist Creed. Do not overlook the potential impact of the Creed.
15. Adjourn. On time.