

## Sample Study Group Business Meeting

REMEMBER—YOUR BUSINESS MEETING NEED NOT BE TIME-CONSUMING. Let it be productive and to the point. Not only are you conducting the business of your unit, but you are also teaching leadership skills.

### Sample Agenda

<b>Agenda Item</b>	<b>Who's Responsible</b>
Call to order (on time)	Chair
Agenda sharing	Chair and group
Introductions, bonding game	Chair or representative
Read minutes, correspondence	Secretary
Treasurer's report	Treasurer
Committee reports	Committee Chairs
Study group representatives share their group's needs, activities.	
Unfinished business (Agenda items carried over from previous meetings)	
New business (Agenda items not previously discussed)	
District Director's report if available	
Extension Advisor's report if available	
Announcements	Anyone
Plan agenda for next meeting	Chair and group
Thank-you's as appropriate	
Adjourn	