

Your Sertoma Club

Presiding Officer

Date

SAMPLE CLUB LEADERSHIP CONFERENCE AGENDA

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. President's Welcome & Special Introductions**
- 5. Introductions – Have each club officer introduce themselves.**
- 6. Club Administration**
 - a. President's Calendar**
 - b. Officers & Directors**
 - c. Committees**
 - d. Goal Setting**
 - e. Club Manual**
- 7. Membership Recruitment & Retention**
- 8. Finances & Reporting**
 - a. Budget**
 - b. Fiscal Responsibility**
 - c. Dues – Club, District, Region & International**
 - d. Record keeping & Reporting**
 - e. Fundraising**
- 9. Our Foundation – Our National Charity**
- 10. Sponsorships**
 - a. Local**
 - b. National**
- 11. Incentives & Recognition**
 - a. New Awards**
 - b. Individual Awards**
 - c. Club Awards**
- 12. Sertoma International & its Divisions**
- 13. Q & A**
- 14. Adjournment**

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SAMPLE BOARD MEETING AGENDA

1. Call to Order
 2. Roll Call
 3. President's Remarks
 4. Secretary's Report
 - A. Minutes of Board MeetingBoard Action:
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B. Communications

5. Treasurer's Report
 - A. Financial StatementsBoard Action:
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B. Accounts Receivable - Dues

Board Action:

C. Accounts Payable

Board Action:

D. Committee Report

Board Action:

6. Unfinished Business
7. New Business
8. Adjournment

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SAMPLE CLUB MEETING AGENDA

1. Call to Order by President
2. Invocation by _____
3. Pledge of Allegiance led by _____
4. Meal and Fellowship
5. Introduction of Guests by _____
6. Birthdays and Anniversaries
7. Brief Committee Reports
8. Sertoman of the Week
9. Special Announcements
10. Introduction of Guest Speaker by _____
11. Guest Speaker _____
12. Question and Answer Period
13. Appreciation to Guest Speaker
14. Sergeant-at-Arms Report
15. Adjournment