

**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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Presiding Officer  
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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 Meeting  
Board Action:

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B. Communications

5. Treasurer's Report

A. Financial Statements  
Board Action:

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B. Accounts Receivable - Dues  
Board Action:

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C. Accounts Payable  
Board Action:

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D. Committee Report  
Board Action:

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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