

# Builders Club

## Sample agenda

1. Call to order - The meeting begins with the person leading the meeting (the chairperson or president) saying, "The meeting will come to order."
2. Singing of the national anthem
3. Pledge to the flag
4. Special reflection
5. Introduction of visitors
6. Minutes – One of the club secretary's jobs is to take notes during the club meeting and write down everything that is discussed. During the meeting, the secretary also will read or distribute the minutes of the previous meeting.
7. Officers' reports – Officers of the Builders Club include the president, vice-president, secretary, and treasurer. A report is given by each of the officers during the meeting.
8. Committee reports – The chairperson of each club committee tells the club what the committee has been doing.
9. Unfinished business - The president presents items discussed at the previous meeting that need to be discussed further or acted upon.
10. New business – The president presents new topics for discussion. New business sometimes is referred to as "special order."
11. Club Program – A special guest may be invited to speak about a topic of interest.
12. Recognition – The president or another club member thanks the special guest for speaking to the club.
13. Announcements – The president or another club member shares information with club members about upcoming events and activities.



# Builders Club

14. Adjournment – The president moves to adjourn the meeting and closes the meeting.

