

Monthly Club Business Meetings

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The purpose of the business meeting is to conduct the routine business of the ASPIRA Club or ACF. For a positive and productive meeting you need to define the purpose of the meeting. The Officers of the Club will need to develop an Agenda with clearly defined outcomes. Agendas keep each meeting flowing smoothly, helping club members to be more productive. Moreover, productive meetings allow for sharing the responsibility for the Club meeting by working with other officers.

During the Business Meeting, the role of the Club President is to enable the team to work through the agenda and to agree on actions. The President should guide the discussion and make sure that the discussion is related to the agenda items and ensure that people know and understand the outcomes agreed upon before they are recorded.

Objectives:

- To guide participants in developing an Agenda for the Club Meeting.
- To engage Club members in an ASPIRA Club meeting conducted in parliamentary procedures.

Procedure:

- Icebreaker
- Club Officers develop agenda for meeting. Club meeting should be conducted in parliamentary procedures, with a set agenda, such as:
- Welcome by the club President
- Secretary's and Treasurer's report
- Committee reports
- Old business
- New business
- Other pertinent club reports

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