



Building an Agenda

For the Chapters of Meeting Professionals International

An agenda has three main purposes:

1. It clarifies your objectives in holding the meeting
2. It helps participants prepare for the meeting
3. It provides a guideline during the meeting

Basic Elements

1. Title: Why you are Holding the Meeting
2. Logistics: Time, Date, and Place
3. Objectives: Give both general and specific objectives. If you have none, then ask yourself why you are holding a meeting.
4. List of participants
5. Role of Participants: Note where everyone is expected to contribute
6. Discussion items: This should include a description, potential outcome, the time allocated for discussion and the person leading the discussion. If items do not require discussion, use a consent agenda to save time.

Items for Consideration

1. Encourage attendance by putting items that will require discussion at the beginning of the agenda.
2. Allow people if necessary to attend just for the portion that concerns them.
3. Encourage guests to attend.
4. Allow others to suggest agenda items and note this on the document. Have them provide details of the discussion and, if necessary, the motion that they are proposing.

Timeline

Agendas should be sent in advance to allow participants to prepare. Solicit agenda input at least ten days in advance. The agenda itself should be circulated several days in advance (with board/committee reports when using a consent agenda). Include potential motions as drafted by the board member/committee if possible.