**Suggested Club Board Meeting Agenda**

Key Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

1. Call to Order
2. Roll Call / Determine Quorum
3. Secretary’s Report
   1. Approve Minutes of Prior Board Meeting
   2. Approve Monthly Report
   3. Approval to pay bills
4. President’s Report
5. Treasurer’s Report
   1. Treasurer reports to the board the amount of money raised by club and how the money was spent
   2. Current balance in account
6. Committee Reports
   1. Committee Chair Reports - Each of the committee chairs or representative should give a brief report about their committee’s activities.
   2. Approval of Proposed Projects
7. Unfinished Business *(The president presents items discussed at the previous meeting that need further discussion.)*
   1. \_\_\_
   2. \_\_\_
8. New Business *(The president and board members present new topics for discussion.)*
   1. Approve new members and member deletions
   2. Approval of president’s appointments to committees
   3. Discipline members when necessary *(The board may suggest a member be suspended or expelled for nonpayment of dues, for unexcused absence at meetings, for conduct unbecoming a member, or for failing to meet the scholastic requirements of the school. Any decisions on discipline are subject to immediate review by the principal prior to final action.)*
   4. \_\_\_
   5. \_\_\_
9. Club evaluation *(Below are discussion suggestions)*

*Discuss:*

* *ways to make club meetings more interesting*
* *ways to help committees be more effective*
* *story ideas for the club’s newsletter*
* *club fundraising ideas*
* *ideas about developing a club brochure*

1. Adjournment