

Sample Agenda for Initial Officer Meeting

Initial meeting

- Welcome
- Introductions
- Mixer *(see mixer ideas)*
- Overview of officer year
- Review of expectations forms (have officers and parents sign the forms) *(see samples)*
- Overview of upcoming initial officer retreat - review agenda and retreat logistics
- Set summer executive committee meeting dates and locations
- Identify roles of parents in the officer experience *(see suggested list)*
- Questions and answers
- Celebration *(see celebration ideas)*