



## Notice

Be sure to notify officers and directors of the meeting time and place at least two weeks in advance. Reminder postcards, e-mail and/or phone calls can ensure good attendance.

## Place

Select a convenient location. Make sure it's comfortable and conducive to good communication. Restaurants may be too distracting to conduct an effective meeting, unless a private room is available. Consider rotating between board members' homes.

## Time

A regular meeting time will enhance attendance (i.e., first Wednesday of each month). Weekday evenings are usually the best. Start the meeting on time. Try to limit a meeting to no more than one hour.

## Agenda

Have a printed agenda available to distribute to all attendees at the meeting.

- Roll call
- Officer reports
- Unfinished business
- Comments or general discussion
- Records
- Approval of minutes of previous meeting
- Committee reports
- New business
- Adjournment

## Content

The meeting must serve a purpose, so be sure to review recently held events (how can the events be improved?) and

prepare for future events. If there is little to discuss, use the meeting to brainstorm about future activities - involving more alumni, expanding the group's scope, getting more out of alumni programs.