

Committee Member Meeting Preparation

(The following assumes a meeting occurring in the month of August.)

Preparation Components:

(If you can't attend a meeting, submit report based the following to be included in the minutes of the meeting.)

Committee Reports

Upon receipt of Minutes of last meeting (July), review and attend to unfinished or unreported tasks or anything else where your name appears. Prepare to report on tasks as found on the previous months (July) minutes.

Prepare a report on tasks performed from the previous months (July) timeline.

Old Business

Review Old Business agenda topics with your name as presenter, and be prepared to lead the discussion.

New Business (Planning, Questions & Requests for Assistance)

Review your Timeline for month (August) in which the committee meeting is scheduled, and if needed be prepared to ask questions and /or for assistance.

Review New Business agenda topics with your name as presenter, and be prepared to lead the discussion.

Also contact Chair for any additional items you would like to see on the agenda.