

Conducting a Meeting

Agenda

Call to Order
Inspiration (nonsectarian)
Pledge of Allegiance
Minutes
Treasurer's Report
Correspondence
EC or BOD Report
Standing Committee Reports
Unfinished Business
New Business
News from Principal, NPTA,
GPTA and council
Program
Announcements
Adjournment

Hints

- **Don't call unnecessary meetings**
- **Have a purpose and communicate it**
- **Provide printed agenda**
- **Keep time to a minimum**
- **Start and end on time**
- **Know which committees need to report**