

Sample EcoClub Meeting Agenda

Introduction: Welcome the group to the EcoClub meeting. If there are a number of guests and new members you may want to explain a little about the history and mission of the KEC.

Program Agenda: Explain the talking points of the day's meeting and if possible, pass out an agenda.

New Guests and Member Introduction: Introduce any speakers or non-student guests as well as new student EcoClub members.

Announcements: Includes recognition of member achievements (i.e., EcoClub perfect attendance, college acceptance, school athletic awards, community awards, EcoClub member of the week, club member birthdays, events, any special thanks to officers, members or faculty sponsors).

Discussion about Status of Projects: Talk about roles, logistics, progress of project, reminders about recording service hours and allow members and officers to ask questions and/or make suggestions about projects.

Meeting Topic for the Day: See [this document](#) for monthly club meeting topics

Closing Comments: Thank all of the meeting participants and remind the club about the upcoming projects and the date for the next club meeting. You may also want to ask if anyone has anything to add or has any questions.

Refreshments: Use funds from the club treasury to buy snacks and beverages for a short social at the end of each meeting. This can help club members get to know one another outside of the community projects.