

Sample Agenda



Name of PTA
Committee or Meeting Type
Date and Time (beginning to end)
Location of meeting

1. Call to Order: PTA President
2. Reverence or Thought or Leadership Tip & Pledge: Assigned
3. Approval of Agenda: PTA President
4. Approval of Minutes: Secretary
5. Financial Report: Treasurer
6. Officer & Commissioner Reports (time allotted)
 - a. President
 - b. President–elect
 - c. Membership Vice President
 - d. Teacher
 - e. Principal
 - f. Commissioners
 - g. Other
7. Calendar: List Upcoming Events
8. Assignments
9. Special Guests (optional)
10. Date of next meeting
11. Adjourn

Notes for Secretary:

- Check your bylaws to see when meeting notices need to be sent out
- Send out agenda and any materials at least 1 week before