

SAMPLE AGENDA – WITH NOTES

ABC High School HOSA Minutes

- I. Call to Order – by President
- II. Roll Call – by Secretary
 - a. Options:
 - i. Send around a sign-up sheet
 - ii. Have students sign in as they arrive
 - iii. Do a verbal roll call – have secretary list all the names and have students say, “present”
 - b. Use as attendance for the day
- III. Approval of Minutes – by Secretary
 - a. Options:
 - i. Make copies to distribute to class
 - ii. Send via e-mail to class
 - iii. Post on Facebook group
 - iv. Have the minutes projected in the front of the class
 - v. Secretary may read the minutes aloud
 - b. President asks for a motion and second for approval of minutes
 - c. President asks for the class to vote on approval
- IV. Financial Report – by Treasurer
 - a. Gives any money updates – Did you have a financial leadership activity? Was money collected for field trips or other activities?
- V. Officers’ Reports – by officers
 - a. Each officer gives an update of what’s been happening, ex:
 - b. Vice President of Facebook Report – “I have been updating the class group page once a week with reminders of homework. Is this helpful? What other things would you like me to post on Facebook?”
 - c. Vice President of Desserts Report – “At today’s meeting, Joe was assigned to bring desserts. I reminded him last night and we have Twinkies for the class to enjoy during the meeting. Thank you, Joe!”
- VI. Committee Reports – by committees
 - a. Program of Work should be accomplished through committee work. Each area should have a committee, with sub-committees as necessary, ex:
 - b. Financial Leadership Activity Committee Report – “The committee has been working on a Financial Leadership Activity. There will be Penny Wars between all

the Health Science classes to raise money for the Cystic Fibrosis Foundation. The winning class will be treated to pizza at the end of the month.”

- c. Professional Development Committee Report – “The committee is working with Mrs. Jones to set up a field trip to go to the Workforce Training Center next month.”

- VII. Unfinished Business – any business not finished at the previous meeting

- VIII. New Business – any new business that has not been addressed by the officer or committee reports

- IX. Announcements – class announcements or other announcements

- X. Adjournment