



PIKE Volunteer

AA Sample Meeting Agendas

Informational Meeting – (Initial meeting for organizing or re-organizing an alumni association)

- Introductions
- Update on the chapter/area
- Reason for the alumni association
 - What's the "why"
- PIKE Volunteer Overview – AA's, AAB's, HC's
 - Volunteer opportunities on AA
- Time/Location of next meeting
- Adjourned

Organizational Meeting - (Second meeting for organizing or re-organizing an alumni association)

- Introductions
- PIKE Volunteer Overview – AA's, AAB's, HC's
- Chapter Update
- Discussion: Omega Omega Alumni Association
 - Mission/Purpose of group
 - Association Launch Guide – *see handout*
 1. Structure & officers
 2. Areas of focus
 - Supporting the chapter
 - Dues structure/Annual fund
 - Communication structure
 - Chartering Checklist – *see handout*
 1. Delegate responsibilities
 2. Identify timeframe to have items completed by
- Time/Location of next meeting
- Adjourned

Business Meeting – (First meeting as an official alumni association)

- Review AA Playbook of best practices
- Review AA Bylaws
- Finalize communication and dues structures
- Review/solidify alumni association goals
- Annual Calendar (creation/review)
 - Membership initiatives
 - Communications
 - Events
 - Fundraising goals
- Time/location of next meeting
- Adjourned

Quarterly Face-to-Face AA Meetings

- Review AA areas of focus/strategic priorities
- Progress report from each AA Officer/Director (around the horn)
- Assess any redirection needed based on progress reports
- House corporation & alumni advisory board updates (invite representative from each to attend)
- Next meeting date & time

Monthly AA Communications - (Agenda comparable to quarterly face-to-face)

- Review of goals/strategic priorities
- Each member gives an update
- Resolutions/progress on specific problems since last call
- Goals & tasks to be completed before next call