## 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