Grower Group Alliance
Designing a Meeting Agenda Guide

In planning a meeting, an agenda is the key tool in ensuring that the attendee's time is managed correctly. The purpose of the meeting needs to be printed clearly on the agenda, and this will be distributed to meeting participants prior to the meeting. Only items that will contribute to furthering the purpose of the meeting should be included in the agenda. As you plan a meeting, think to yourself "at the end of this meeting, I want to have….".

Developing the agenda

To help develop an agenda for a purposeful and useful meeting, consider the following factors;

- Priorities – what absolutely must be covered?
- Results – what do you need to accomplish at the meeting?
- Decisions – are there any key decisions the meeting needs to make?
- Participants – who needs to attend the meeting for it to be successful?
- Sequence – in what order will you cover the meeting items/topics?
- Timing – how much time do you need?
- Date, time and location – where will the meeting take place?

Also consider:

- Any item that calls for energy and fresh ideas should be discussed near the beginning of the agenda
- Urgent items should be placed early in the agenda in the case the meeting has to break with unfinished business

Time allocations

It is a good idea to put time allocations next to agenda items, reflecting their importance. This doesn't mean you need to become too obsessed with clock watching, however ensure that important items receive the time they require. It should be the chairperson's role to keep to time.

Prior to the meeting

Prior to the meeting taking place, meeting papers should be sent out and accompanied by any required background papers such as proposals, business cases, budgets etc. Also attached should be any recommendations for decisions so they can be voted on at the meeting without any confusion about wording.

Meeting structure

In a typical committee meeting the following reports should be presented:

- Report from the Treasurer
- Report from the Executive Officer (EO)/Chief Executive Officer (CEO)
- Sub-committee reports

Treasurer's report

The treasurer's report should be allocated an early timeslot in the meeting, to ensure that the committee understands the financial position of the group and can therefore make decisions on spending later on in the meeting. The treasurer's report is a simple explanation of the situation as it is now and any decisions on finances should come elsewhere in the meeting under its own agenda item.

EO/CEO's report

The report from the EO/CEO should follow the Treasurer's report and reports on the background of the group's activities. If any issues involve decisions during the meeting, they should be given their own agenda item.

Sub-committee reports

Following the treasurer and EO/CEO, the sub-committee reports should describe their activities and bring recommendations and proposals to the full meeting.

Wrap up/conclusion

A meeting should be concluded with a positive agenda item, such as announcing success or achievement, so that people will feel their contributions have been worthwhile. It should finish with a section to briefly review all decisions made throughout the meeting as well as actions arising from the discussions.

Example Agenda Template

Date:

Location:

Time:

Chairperson:

Agenda:
1. **Welcome**

2. **Apologies**

3. **Minutes from last meeting/ business arising to add to the agenda**

4. **Action list review**

5. **Finance Report**

6. **Agenda items**
   a. Add specific agenda items to be addressed in the meeting

7. **Other Business**

8. **Actions**

9. **Dates for future meeting**

10. **Close**