

Agenda for the Annual Sponsor Meeting

Name of Club
Meeting Date
Meeting Location

Instructions for use: This template was created in Microsoft Word and is not protected to allow you to make changes and customize for your use. This template includes the basic required items that are to be included on the agenda for this meeting as per By-Laws of Clubs, Article 4.2.2.2. For those things that have Action Item listed on the right side of the page a vote is needed. Customize this to suit the needs of your club – either adding to the list of agenda items to be brought to the club Sponsors or deleting those items that do not pertain. Delete these instructions and those items that are in parentheses and blue font before use.

I. Call to order at _____ (the DC shall call the meeting to order)

II. Roll Call to establish presence of a quorum:

(Secretary can conduct the roll call using the list of Current Sponsors of Record; should also pass around a sign in sheet)

Old Business

1. Presentation of Minutes from previous Sponsor Meeting (Secretary) Action Item
Note: If minutes were distributed prior to the date of this meeting the Secretary can move to accept the minutes as presented and if seconded this will waive the reading of the minutes)
Motion: _____ Second: _____ Discussion: _____ Vote: _____
2. Summary of the year's activities - Informational
This should include reports on club ratings, rally participation, camps and any other special club activities
Might include any special club acquisitions, special awards or achievements of any members
3. Committee reports or other business carried from previous meetings, if any (remove this item from agenda if none)

New Business

1. Treasurer Report – year-to-date financial statement Informational
2. Report of Nominating Committee Action
report of committee (presented by chair of the nominating committee)
call for nominations from the floor (should be done by DC)
close the floor for nominations
Motion: _____ Second: _____ Discussion: _____ Vote: _____
(remember that sponsors are voting to elect the Secretary and Treasurer and to “approve” the names of those persons that they would like to have put forward to the RS for appointment to the position of DC and Jt-DCs)
3. Committee/Team Sign ups Informational
explanation of the duties of each committee
state requirements of each parent or sponsor for serving on club committee/team
4. Appointments of the DC – Informational
(if there are any such as Club Instructional Coordinator/committee chairs)
5. Financial Plan
Determination of Sponsor Fee for coming year Action
Motion: _____ Second: _____ Discussion: _____ Vote: _____
Determination of club member dues for the year following – should be 1 year out Action
Motion: _____ Second: _____ Discussion: _____ Vote: _____
Proposed budget – (prepared by the DC with assistance/input from Treasurer) Action
Explanation of proposed financial plan
Motion: _____ Second: _____ Discussion: _____ Vote: _____
6. Calendar (Tentative) Action
Motion: _____ Second: _____ Vote: _____
7. Fund Raising Action
Motion: _____ Second: _____ Discussion: _____ Vote: _____
8. Policy Review/Amendments (if any) Action
Motion: _____ Second: _____ Discussion: _____ Vote: _____
9. Other business: (always put this at the end of meeting agenda and before calling for motion to adjourn ask if there is any other business to be brought before the group – if no one has anything to bring forward then call for motion to adjourn the meeting)
10. Adjourn: Action
Motion: _____ Second: _____
“If there is no further discussion the meeting will adjourn at _____” Vote: _____