

Board of Directors Meeting

(Sample Agenda)

Roll Call

Club Secretary's Report

- Minutes
- Correspondence
- Approval for Payment of Bills

Treasurer's Report

- Administrative and Service Accounts

Report from Membership Committee

- Proposed New Members
- Resignations
- Review Club Rosters

Other Committee Reports _____

Unfinished Business (Prepare list in advance) _____

New Business _____

Club Evaluation (Discussion/suggestions for positive adjustments in club operations.)

Attendance	Club Newsletter	Kiwanis Education	President's Goals
Membership	New-club Building	Key Club	Service to Community
Club Meetings	Inter-clubbing	Circle K	Committee Functioning
Fund-raising	Builders Club	Aktion Club	
Finances	Public Relations	Kiwanis Kids	

Division Business

District Business

International Business