**BOARD MEETING AGENDA TEMPLATE**

**NU Club of \_ Date**

**Attendees:** (list names)

# Opening Business

* Introductions
* Approval of minutes

# Reports

* President
* Treasurer
	+ Current balance in account(s) =
* Membership
	+ Current Membership =
	+ Membership promotion plans
* Communications
	+ Current Communications Needs
	+ Email newsletter dates
	+ Social media updates
* Recent Grad Chair
* Career/Networking Chair
* NAA Regional Director

# Items for Discussion

* Club Presidents’ Notes update from the NAA
* Leadership Symposium
* Other

# Review of Events Held Since Last Meeting

* Event #1
* Event #2

# Overview of Upcoming Events

* Event #1
* Planning for next 6 months

# Other Business

* Upcoming Board Meetings – dates, time, location

# Action Items/Next Steps

* List items to be completed or in progress by next meeting, list owner