

# RSO Resource Guide: Effective Agendas

## Tips & Tricks

1. Come up with an agenda template that works for your organization. This template outlines some of the most common agenda items, but your organization could differ.
2. Be consistent & transparent! If you allow general members to propose agenda items (most organizations do) make sure to have a process and deadline to avoid late additions. Find a process that works for you.
3. Send the agenda to your membership with plenty of time for members to review and prepare. Typically, organizations aim for 24 hours in advance.
4. One member of your executive team should be responsible for agenda creation and distribution. That person can seek help or support from advisors or other members.
5. If you are pressed for time, make sure to cover less complicated items first. Leave time for the more time consuming topics. Some groups choose to limit the amount of time that can be spent on any one topic.
6. Stick. To. The. Agenda. It's easy to get off-topic. Sticking to the agenda helps minimize distractions.
7. Agendas can be a great accountability tool. If it's on the agenda, it must be discussed.

## Sample Agenda

1. Call To Order
2. Roll Call
3. Approval of today's agenda
4. Approval of last meeting's minutes (read or pre-distribute)
5. Officer & Advisor Reports
  - a. President: {insert President's Report}
  - b. Secretary: {insert Secretary's Report}
  - c. Treasurer: {insert Treasurer's Report, including amount of budget available}
  - d. Vice President: {insert Vice President's Report}
  - e. Advisor: {insert Advisor's Report}
6. Committee Reports
7. Old Business - items that have been tabled, or discussion needs to continue
8. New Business - new items that need discussion.
9. Announcements
10. Program - if you have a guest speaker or other educational opportunity, typically this is after business.
11. Adjournment

If you have further questions, please reach out to us!

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