



COMMITTEE/BOARD KICKOFF MEETING AGENDA

Do new members of your committee or board struggle to understand their role? Are the same issues raised by new members each year, hindering progress?

Problem: New members don't understand their role or hinder progress.

Solution: Create a shared purpose among committee/board members.

Committee/Board Meeting Agenda

Welcome & Brief Introductions
Discussion of (Shared Purpose/Mission/Scope)
Milestones & Expectations
Recent Accomplishments
Discussion of (Shared Goals/Plans or Planning)
Discussion of (Shared Activity/Project/Decision-making requiring collaboration)
Questions? Concerns?
Review and Next Steps

How to Use:

- ✓ Begin the meeting with brief introductions to existing and new members.
- ✓ Clarify and discuss the committee/board's purpose, mission, or scope.
- ✓ Discuss any milestones (deadlines, events) and expected contributions or outcomes of the committee/board's members and work, and share any recent accomplishments.
- ✓ Discuss any shared goals or plans that already exist and/or begin planning for the current term.
- ✓ Make time for any pressing discussion topics requiring collaboration, such as shared activities, projects, or decision-making.
- ✓ Offer an opportunity for members to ask questions or share concerns.
- ✓ End the meeting with a brief review of any decisions made, conclusions reached, and next steps that need to be taken.

Meeting for:

Meeting on:

Meeting at:

Meeting with:

Meeting Timeline

Review & Next Steps

Notes: