



## 11 Sample Agendas for SIB Committee Meetings

There are many ways to operate your committee meetings:

- **Time:** Your meetings can be monthly, bi-monthly, or quarterly.
- **Length:** Your meetings can be one hour, two hours, three hours, or longer.
- **Format:** Your meetings can be conducted face-to-face, via conference calls, or with Skype.

Whatever your *time*, *length*, or *format*, it is useful to have various agenda topics to consider. Having various topics allow you to make easier decisions about whether to focus on one specific topic each month (e.g., development), or several different topics over several months (e.g., outreach, community events, goals).

This document includes the following **11 sample agendas** that have a specific **focus**:

- |   |   |
|---|---|
| 1. <b>Goal-Setting/Planning</b> Focused Meeting | 7. <b>General-Event</b> Focused Meeting       |
| 2. <b>Goal-Updates</b> Focused Meeting          | 8. <b>Mentoring/Coaching</b> Focused Meeting  |
| 3. <b>Jobs</b> Focused Meeting                  | 9. <b>Committee-Success</b> Focused Meeting   |
| 4. <b>Development</b> Focused Meeting           | 10. <b>Committee Start-Up</b> Focused Meeting |
| 5. <b>Speaker</b> Focused Meeting               | 11. <b>General Meeting</b> (No Focus)         |
| 6. <b>Outreach</b> Focused Meeting              |   |

As you review the sample agendas, notice that the items with Roman Numerals (I, II, III, IV, V, etc.) represent the topics to actually put on your agenda. The Capitalized Alphabets (A, B, C, D, etc.) represent ways to manage the discussion of that specific topic.

Use these agenda topics as a guide to plan your committee meetings. You can use them “as is” or customize them to fit your needs.

**KEY POINT:** Some agendas include topics that address “prior” actions or activities by committee members.

If this is your **First Meeting** on a specific topic, eliminate these items. Or, use the **General Meeting** (No Focus) agenda for your first meeting. Then, use your specific topic focused agenda for your next meeting(s).

## **1. Goal-Setting/Planning Focused Meeting**

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of committee purpose
  - A. Chair provides overview of committee purpose
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Identify goals that fit within the committee purpose
  - A. Entire committee selects goals to pursue for the entire year or shorter period of time
  - B. Entire committee establishes due dates for each goal
- V. Develop a plan to complete the first goal
  - A. Entire committee identifies action items required to complete the first goal
  - B. Entire committee assigns due dates to each action item
  - C. Individual committee members take responsibility for completing each action item
- VI. Discuss approaches for providing updates
  - A. Entire committee decides types of updates that will be provided before the next meeting
  - B. Entire committee decides types of updates that will be provided during the next meeting
- VII. Closing Remarks
  - A. Chair thanks everyone

## **2. Goal-Updates Focused Meeting**

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of goals progress to date
  - A. Chair provides overview of goals progress
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Review goals completed since last meeting
  - A. Individual committee members discuss goals completed based on responsibilities (if desired, list names on agenda)
  - B. Entire committee asks questions, offers input, and discusses next steps
- V. Review goals due by the next meeting
  - A. Chair reviews goals due by the next meeting (if desired, list names on agenda)
  - B. Entire committee asks questions, offers input, and discusses next steps
- VI. Discuss goals due after the next meeting
  - A. Entire committee addresses issues or asks questions related to future goals that are due beyond the next meeting
- VII. Closing Remarks
  - A. Chair thanks everyone

### 3. Jobs Focused Meeting

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of jobs progress to date
  - A. Chair provides overview of jobs progress
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Discuss actions taken to pursue job opportunities since last meeting
  - A. Individual committee members discuss actions and results based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee discusses what actions were effective
  - C. Entire committee discusses what actions were not effective
  - D. Entire committee discusses ways to continue doing the actions that were effective
  - E. Entire committee discusses ways to correct the actions that were not effective
- V. Present new job opportunities
  - A. Individual committee members share information about new job opportunities discovered since the last meeting based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee discusses which Sisters will pursue these new job opportunities
  - C. Entire committee provides guidance on “how” these Sisters should pursue the new job opportunities
- VI. Discuss approaches to identify additional job opportunities prior to next meeting
  - A. Entire committee discusses actions to locate new job opportunities
  - B. Individual committee members take responsibility for each action
- VII. Closing remarks
  - A. Chair thanks everyone

#### **4. Development Focused Meeting**

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of learning activities progress to date
  - A. Chair provides overview of learning activities progress
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Discuss actions taken to use what was learned during the last meeting
  - A. Individual committee members who used the learning techniques discuss actions and results
  - B. Entire committee suggests ways to make improvements where actions did not produce positive results
  - C. Entire committee suggests ways to continue using the learning techniques that did produce positive results
- V. Engage in new learning activity
  - A. Entire committee participates in some type of learning activity that is interactive and involves everyone
    1. Chair could lead the activity
    2. One or more committee members could lead the activity
    3. An invited guest could lead the activity
- VI. Discuss ways to apply what was learned during the current meeting
  - A. Entire committee discusses the benefits of using what was learned
  - B. Entire committee discusses the best ways to apply what was learned
  - C. Entire committee discusses what could go wrong and how to deal with the situation
- VII. Share other information about learning regarding past, present, or future topics
  - A. Entire committee provides information discovered from websites, books, articles, audio sources, formal training classes, or informal training classes

Note: It will be useful to advise everyone to bring this type of information to each meeting

- VIII. Identify learning topic for the next meeting
  - A. Entire committee identifies the learning topic for the next meeting
  - B. Entire committee determines who will lead the learning activity during the next meeting

Note: For this type of meeting, it is best to have conducted a survey to determine the learning topics that interest your Sisters.

- IX. Closing remarks
  - A. Chair thanks everyone

## 5. Speaker Focused Meeting

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)

- II. Review agenda
  - A. Chair reviews the agenda

- III. Discussion of outstanding committee items
  - A. Chair facilitates discussion of any outstanding committee items

Note: You want to devote most of your meeting to your invited speaker. So if you include this section on your agenda, keep it brief.

- IV. Introduction of speaker
  - A. Chair or committee member introduces the speaker

- V. Questions and Discussion

Note: Even if the speaker will answer questions during the presentation, it is still useful to have this section on the agenda to verify that there are no additional questions.

- VI. Overview of topics that will be covered by a new speaker at the next meeting
  - A. Chair provides overview of agenda for the next meeting
  - B. Entire committee asks questions, offers input, and discusses next steps

- VII. Closing remarks
  - A. Chair thanks everyone

## 6. Outreach Focused Meeting

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of outreach progress to date
  - A. Chair provides overview of outreach progress
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Review results of outreach activities completed since the last meeting
  - A. Individual committee members discuss activities and results based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee discusses what activities were effective
  - C. Entire committee discusses what activities were not effective
  - D. Entire committee discusses ways to continue doing the activities that were effective
  - E. Entire committee discusses ways to correct the activities that were not effective
- V. Review progress of ongoing or continuous outreach activities
  - A. Individual committee members discuss ongoing or continuous outreach activities based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee asks questions, offers input, and discusses next steps
- VI. Discuss ways to apply “lessons learned” to the next outreach activity the committee will pursue
  - A. Entire committee discusses ways to use effective techniques
  - B. Entire committee discusses ways to avoid ineffective techniques
- VII. Review plans for upcoming outreach activity
  - A. Individual committee members provide updates on upcoming outreach activities based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee asks questions, offers input, and discusses next steps
- VIII. Closing remarks
  - A. Chair thanks everyone

## **7. General-Event Focused Meeting**

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of events progress to date
  - A. Chair provides overview of events progress
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Review results of actions completed since the last meeting
  - A. Individual committee members discuss actions and results based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee discusses what actions were effective
  - C. Entire committee discusses what actions were not effective
  - D. Entire committee discusses ways to continue doing the actions that were effective
  - E. Entire committee discusses ways to correct the actions that were not effective
- V. Discuss ways to apply “lessons learned” to the next event the committee will pursue
  - A. Entire committee discusses ways to use effective techniques
  - B. Entire committee discusses ways to avoid ineffective techniques
- VI. Review plans for upcoming event
  - A. Individual committee members provide updates on upcoming event based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee asks questions, offers input, and discusses next steps
- VII. Closing remarks
  - A. Chair thanks everyone



## 8. Mentoring/Coaching Focused Meeting

- I. Opening remarks
    - A. Welcome by committee chair
    - B. Review of safety or other housekeeping information (if appropriate)
    - C. Introduction of invited guests (if appropriate)
    - D. Introduction of officers or other regular meeting attendees (if appropriate)
    - E. Introduction of Sisters attending meeting for the first time (if appropriate)
    - F. Comments by invited guests (if appropriate, for example EST)
  - II. Review agenda
    - A. Chair reviews the agenda
  - III. Overview of mentoring/coaching progress to date
    - A. Chair provides overview of mentoring/coaching progress
    - B. Chair provides general feedback received from Sisters (if any)
    - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
  - IV. Discuss actions taken to use mentoring/coaching techniques to the work-related situation(s) discussed during the last meeting
    - A. Individual committee members who asked for guidance on how to handle work-related situations share feedback (if desired, list names on the agenda)
    - B. If other individual committee members used the mentoring/coaching techniques, they share feedback as well
    - C. Entire committee provides additional guidance
    - D. Entire committee provides encouragement
  - V. Discuss ways to handle new work-related situation that was identified during the last meeting
    - A. Entire committee provides ideas on how to handle the situation
    - B. Volunteer committee members participate in role-play (it is useful to have asked for volunteers before the meeting)
    - C. Entire committee discusses what could go wrong and how to deal with the situation
    - D. Individual committee members share “success stories” involving a similar situation
  - VI. Discuss ways to handle new work-related situation identified by member currently at the meeting
    - A. One member shares a specific work-related situation where she would like guidance
    - B. Entire committee provides ideas on how to handle the situation
    - C. The member who has the work-situation participates in a role-play with another committee member and applies some of the suggested techniques
    - D. Entire committee provides additional guidance
    - E. Entire committee provides encouragement
    - F. Individual committee members share “success stories” involving a similar situation
  - VII. Identify ways to apply mentoring/coaching techniques to other work-related situations
    - A. Entire committee reviews the list of ideas and suggests other types of situations where these ideas might work
  - VIII. Identify one work-related topic for the next meeting
    - A. Entire committee identifies the work-related topic for the next meeting
- Note: For this type of meeting, it is useful to have a topic identified in advance even though Sisters may come with their own topic.
- IX. Closing remarks
    - A. Chair thanks everyone

## 9. Committee-Success Focused Meeting

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Overview of success progress to date
  - A. Chair provides overview of success progress
  - B. Chair provides general feedback received from Sisters (if any)
  - C. Chair provides general feedback received from UBC, Council, or Local leadership (if any)
- IV. Discuss actions taken to help the committee become more successful since the last meeting
  - A. Individual committee members discuss actions and results based on responsibilities (if desired, list names on the agenda)
  - B. Entire committee discusses what actions were effective
  - C. Entire committee discusses what actions were not effective
  - D. Entire committee discusses ways to continue doing the actions that were effective
  - E. Entire committee discusses ways to correct the actions that were not effective
- V. Identify new actions to help the committee become more successful
  - A. Entire committee discusses new actions to help the committee become more successful
  - B. Entire committee discusses the pros and cons of each new action
  - C. Entire committee discusses ways to implement each new action
- VI. Select new actions to implement prior to the next meeting
  - A. Entire committee selects new actions to implement prior to the next meeting
  - B. Individual committee members take responsibility for each new action
- VII. Closing remarks
  - A. Chair thanks everyone

## 10. Committee Start-Up Focused Meeting

**Note:** You should always contact your Council and Local leadership to get their support and input prior to starting any committee. The following sample agenda can be used to prepare for a discussion with your leadership; or it can be used after you have discussed your ideas with your leadership.

- I. Discuss committee purpose
  - A. Attendees decide on the overall purpose of the committee
- II. Discuss committee topics, events, and activities
  - A. Attendees develop a general list of topics, events, and activities that will fit within the committee purpose
- III. Discuss committee operating approaches
  - A. Attendees decide:
    1. How often the committee will meet
    2. Where the committee will meet
    3. What time the committee will meet
    4. How long meetings will be
    5. What will be the format for meetings (e.g., face-to-face, conference calls, Skype)
    6. What type of services the committee will offer (e.g., babysitting, refreshments)
    7. Whether meetings will be formal (agenda with Robert's Rules) or informal (agenda without Robert's Rules)
- IV. Discuss ongoing actions required to maintain the committee
  - A. Attendees discuss needs involving:
    1. How to contact Sisters
    2. How to advertise the committee
    3. How to notify Sisters about meetings
    4. Types of materials needed for each meeting
    5. How to arrange for meeting rooms
    6. How to arrange for parking, refreshments, or other essentials
- V. Discuss committee member roles and responsibilities
  - A. Attendees decide:
    1. Who will chair the committee
    2. Who will handle various committee responsibilities
- VI. Plan for the next meeting
  - A. Attendees select a topic for the next meeting
  - B. Attendees select a date and time for the next meeting
  - C. Attendees decide on activities required to prepare for the next meeting
  - D. Attendees determine who will take responsibility for each activity
- VII. Closing Remarks
  - A. Attendees offer input on meeting outcomes

## **11. General Meeting (No Focus)**

- I. Opening remarks
  - A. Welcome by committee chair
  - B. Review of safety or other housekeeping information (if appropriate)
  - C. Introduction of invited guests (if appropriate)
  - D. Introduction of officers or other regular meeting attendees (if appropriate)
  - E. Introduction of Sisters attending meeting for the first time (if appropriate)
  - F. Comments by invited guests (if appropriate, for example EST)
- II. Review agenda
  - A. Chair reviews the agenda
- III. Discussion of outstanding committee items
  - A. Chair facilitates discussion of any outstanding committee items
- IV. Topic for the meeting
  - A. Chair or committee member(s) facilitate discussion of meeting topic
- V. Questions and Answers
  - A. Chair or committee member(s) facilitate questions and answers
- VI. Preview of topics for next meeting
  - A. Chair provides overview of agenda for the next meeting
  - B. Entire committee asks questions, offers input, and discusses next steps
- VII. Closing remarks
  - A. Chair thanks everyone