**Name of PTA PTSA**

**{General Membership/Executive Board/Special-Called} Meeting Agenda**

**{Date} 2022, {Time} p.m. via Zoom {Venue}**

**Meeting Purpose:**

* Welcome back! 2022-2023 budget review and vote
* Discuss goals for the year, upcoming programs and fundraising initiatives

**Agenda:**

* Call to Order, President’s Remarks, Name of President
* Approval of August 2022 GMM Minutes *(If it’s a GMM, the membership is approving the last GMM’s minutes. If it’s a board meeting, it’s the board meeting minutes)*
* Treasurer’s Report, Name of Treasurer (Time recommendation)
* Budget Vote (if needed)
* Principal/School representative update, Name *(Time recommendation – watch Q&A time / questions may need to be directed to the end)*
* New Business / Officer Reports
  + VP Volunteering, Name (Time recommendation)
  + VP Fundraising, Name (Time recommendation)
  + Advocacy Chair, Name (Time recommendation)
  + Dads’ Club Chair, Name (Time recommendation)
  + Any other officers – *Most reports should take ~5 minutes (or less), since this is not a committee/working meeting, except for the treasurer’s report and principal’s update, which may be a little longer.*
  + Upcoming new business (e.g. – Teacher Appreciation Week, Founders’ Day Clothing Drive, etc)
* Business to Date / Old Business *(These are just examples, put most recent activities.)*
  + Membership Drive, Name (Time recommendation)
  + Spirit Wear Order, Name (Time recommendation)
  + Back to school/teacher hospitality, Name (Time recommendation)
* Guest Speaker, Name and title (Time recommendation)
* Calendar Review
* Adjourn

**Upcoming Calendar of Events:**

* Spirit night, date
* Parent-teacher conference night, date
* Non-student day/holiday, date
* Next board meeting, date
* Next Dads’ Club meeting, date
* Next GMM, date