



## **THE FIRST MEETING OF THE SEMESTER**

### ***I. Personnel***

- A. Welcome all new members. Give them individual recognition. Let them introduce themselves.
- B. Welcome all old members. Give them individual recognition, similar to new members.
- C. Acknowledge members who have achieved special recognition (important positions, awards, etc.).
- D. Have each officer participate in the meeting in some way.
- E. Be prepared to process new members' dues, membership registration cards, etc.

### ***II. Objectives, History, and Transition***

- A. Explain the objectives of the group (refer to the organization code or constitution).
- B. Explain the organization of the group (leadership positions, committee structure, etc.). Visual aids will help understanding.
- C. Review the major accomplishments of the group in the past. Display trophies, scrapbooks, photos, etc.
- D. Review recent activities and projects of the group that require continued effort.

### ***III. Plans for the Year***

- A. Announce important dates and events that will guide the group's activity calendar. (You should distribute a calendar for the semester.)
- B. Outline important decisions the group may face during the year.
- C. Announce standing committee appointments or name the appointments to be made, and ask members to contact you before the next meeting with additional suggestions.
- D. Encourage the members to suggest good speakers, movies and other program ideas.

### ***IV. Ending the Meeting***

- A. End the meeting at a high point of interest, not when participants have become exhausted and impatient to leave.
- B. Announce the next meeting—date, time, place, main agenda items, etc.