If your committee:

- Meets regularly
- Assigns tasks between meetings
- Tracks progress on those tasks
- Votes on committee decisions
- Has subcommittees

Then the chair should **prepare a written agenda** and distribute it (or share its link) a day or two before the meeting.

See below for a sample agenda shell.

XYZ Committee Agenda

Meeting Date/Time	17Feb2024, 6:30-8:00 pm	Location	Back Lounge and Zoom

Member Name	Present	Absent	Ex Officio, Others	Present	Absent
Chair name	x		Minister	x	
Name2	x		Administrator	N/A	
Name3	x		Connections coordinator	N/A	
Name4	Zoom				
Name5		x			
Name6	x				

Topic	Item	Who
Call to Order	Chalice Lighting Check-ins	Chair
New Topics	Anything to add to this or future agenda?	All
Approval vote	Previous meeting minutes	All
Chair Update	Chair learnings since last meeting	Chair
Discussions	Items that may become concrete	All
Review Action Items	From list in previous minutes	Chair
Planning	Activity1	Name3
Planning	Activity2	All
Planning		Name2
Next meeting	Date, time location. Items to prepare for.	