

Sample Agenda – Monthly Meeting

This is a rough outline of how a typical monthly meeting for a local ILGP chapter might look. Don't feel bound to follow this format exactly – it's a sample, not a requirement.

The specific projects and goals on which a chapter is working should always shape the agenda. A good agenda should devote a large chunk of planning/discussion time to the current top-priority action or project, smaller chunks to one or two secondary issues, and then a small amount of maintenance time to ongoing recruitment and/or sustainment efforts.

Local parties can always request attendance or assistance from the state party for their meetings – contact volunteer@ilgp.org or chair@ilgp.org with specific or general requests. At least two weeks' advance notice will make it much more likely that someone can attend!

Sample Monthly Meeting Agenda

XX:00 – XX:05: Late arrivals & call to order. Select a facilitator to guide discussion (based on agenda); select a secretary if recorded minutes are desired.

XX:05 – XX:15: Present & approve agenda (typically prepared in advance by party Chair or another officer). Additions/changes to agenda should be approved by consensus.

XX:15 – YY:00: Main presentation or planning/discussion session. For the former, a member or invited speaker usually speaks for roughly half an hour and then opens a questions/discussion session. For the latter, the facilitator guides discussion of planning for an event, goal, action, etc. that the chapter plans to undertake. The secretary should be sure to record any action items (specific tasks, typically with deadlines, that individuals volunteer for).

YY:00 – YY:15: Secondary agenda items. These often include chapter-specific actions like electing officers or committee members, approving measures for the local bylaws or to be submitted to the state party, assigning recruitment and/or sustainment responsibilities in the upcoming month (tabling or clipboarding, phone trees, etc.), and other maintenance matters.

YY:15 – YY:30: Wrap-up and recap of action items. Secretary or another assigned party member should follow up on action items over the following month. Adjourn.