

APPENDIX B - SAMPLE AGENDA

Volunteer Action Committee

Month day, year

Agenda

- a) Check-in (introductions, how you're feeling)
- b) What is the purpose of this group? What do we want to accomplish?
- c) How do we want this group to work towards accomplishing this purpose?
- d) The details (how often do we have meetings, what time, etc)
- e) Decide how best to document the work (minutes, action forms, VAC binder, etc)