



How to Write an Agenda

An agenda is a written plan showing the order of what is to be discussed or is to take place at a meeting. This helps you to stick to a plan and by doing this you will achieve more in your meetings and everyone should be satisfied.

INFORMATION SHEET

- The agenda is usually prepared by the Secretary and Chairperson
- Informal groups can use a whiteboard to write out their agenda
- When preparing a written agenda include the location and commencement time of the meeting. Include the anticipated closing time
- Use descriptive headings, indicating what is to be discussed with each item. No issue should be raised without a recommended course of action as this will assist the committee to think about solutions
- Ensure a logical flow from one item to the next. A review of the previous meeting's agenda can ensure continuity and follow up. If an item was previously under 'Other Business', in a subsequent meeting it will be listed under 'Business Arising' on the agenda.
- Intersperse difficult items with quick, simple or pleasant tasks. Don't leave important decisions until last
- Include the approximate amount of time required for each agenda item. No agenda item should take longer than 20 minutes. If it looks like going over this time then either defer until later in the meeting or take a short break. If you do have a break always adjourn the meeting. The optimum time for a meeting is two hours or less.
- Identify persons responsible for items or information. Note their initials in brackets and notify them of their part in the meeting and any follow up required.
- Send the agenda several days prior to the meeting with any additional background notes to assist decision making. This helps the meeting move faster.
- Leave space for notes against each item

REMEMBER DON'T TRY TO ACHIEVE TOO MUCH

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