



## 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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