



*American Junior Paint
Horse Association
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*Have a Club
Secretary take
meeting minutes.
Maintain records
of these minutes
in a club binder
which can be
passed to future
officers.*

Sample Meeting Agenda

The following are brief guidelines
for conducting a meeting:

- Roll Call
- Approval of agenda
- Introductions
- Approval of past meeting minutes (if available)
- Approval of treasurer's report (if available)
- Other group reports (if available)
- Old Business
- New Business
- Adjournment

*If you need more information on
how to run a meeting, purchase
Roberts Rules of Order from your
local bookstore.*