INTEREST MEETING AGENDA:

I. INTRODUCTIONS:
   1. Introduce yourself and why you are starting the club.
   2. Introduce the Club Advisor if they are in attendance.
   3. Invite participants to introduce themselves (do an icebreaker to help students get to know each other—you can get ideas for icebreakers in the Office of Student Life (IC-201).

III. MISSION/VISION FOR CLUB:
    Share what your vision is for the club and invite the members in attendance to help brainstorm the purpose and goals for the club (this is necessary for your constitution). If you have a copy of the constitution drafted—share the document with the members.

IV. CLUB STRUCTURE:
    Explain the structure of a student club. Tell members that the club will need to elect officers, discuss the positions and ask if any students are interested in being nominated to serve in these roles. Ask them if they have suggestions for a club faculty/staff advisor, if one has not been selected.

V. EVENTS AND INITIATIVES:
    Discuss potential events and initiatives the club could sponsor (seek feedback and ideas from the membership).

VI. CONTACT INFORMATION AND FUTURE MEETINGS
    Pass around a contact sheet and discuss date for the first business meeting. Encourage students to invite their friends and classmates to the next meeting.

VII. OTHER BUSINESS

VIII. ADJOURNMENT

BUSINESS MEETING AGENDA:

I. Call to Order
II. Roll Call (pass around membership list/sign in sheet)
III. Appoint someone to take minutes
IV. Elect Temporary Chairperson
V. Approve Agenda
VI. Approve Minutes from previous meeting
VII. Approve Constitution
VIII. Elect Officers (as per process in approved Constitution)
IX. Discuss and Approve budget
X. Old Business
XI. New Business
XII. Adjourn meeting: (note time meeting ended.)