



Board Meeting Agenda

- »» Meeting Called to order
- »» Secretary's Report
- »» Treasurer's Report
- »» President's Address
- »» Committee Reports and Planning
- »» Any other Business
- »» Remarks by the Leo Advisor
- »» Vote of Thanks
- »» Termination of the Meeting

Important

A Leo Club should have at least one Board and General Meeting for a month. Special Committee meetings can be held as and when it is required.

Adequate notice of the meeting should be given to the members, Leo Advisor and any other dignitaries.

To transact legitimate business at a meeting a quorum is required. This consists of a majority of inducted members of the club.

Minutes and attendance records of each meeting should be maintained by the Club's Secretary.