

BUSINESS MEETING AGENDA SCRIPT
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

CALL TO ORDER

“The business meeting of Altar and Rosary JOY will come to order.”

APPROVAL OR CORRECTION OF MINUTES

“The Recording Secretary’s draft of the minutes of the _____ meeting was emailed to the membership. Are there any corrections to the minutes as distributed?”

Pause. Take corrections until there are no more.

“If there are no (further) corrections, the minutes stand approved as distributed (corrected).”

“The next order of business is officer reports.”

OFFICER REPORTS

“Will the officers come forward for their reports?”

1. Recording Secretary
2. Corresponding Secretary
3. Treasurer
4. “The Treasurer’s report will be filed for audit.”
5. Membership Chairperson
6. Program Chairperson
7. Vice-President
8. President

APPOINTED POSITIONS/COMMITTEES/COORDINATORS REPORT

If there are Appointed Positions/Committees/Coordinators Reports

“Will the _____ come forward for a report?”

Appointed Positions/Committees/Coordinators are:

1. Communication Coordinator
2. Historian
3. Mentor Coordinator
4. Parliamentarian
5. Service and Research Coordinator

CIRCLE REPORTS

“Will the Circle Leaders come forward for a report?”

CRAFT SALE GUIDELINES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

1. Ave Maria
2. Martha and Mary
3. St. Anne
4. St. Bernadette
5. St. Elizabeth
6. St. Francis

UNFINISHED BUSINESS

“The first item of unfinished business is _____.”

“The next item of unfinished business is _____.”

NEW BUSINESS

“The first item of new business is _____.”

“The next item of new business is _____.”

ANNOUNCEMENTS

Make any announcements.

ADJOURN

“There being no further business, the meeting is adjourned.”