

**SAMPLE - Agenda for Club Annual Sponsor Meeting**

**Instructions for Use:** This template includes the required and normal agenda items for the Club Annual Meeting of Sponsors. Items required per USPC By-Laws of Registered Clubs, Article 4.3(b) or elsewhere are underlined. **Supporting instructions or information is in blue font**. For those things that have an **Action Item** listed on the right side of the page, a vote is needed. Customize this to suit the needs of your Club—either adding to the list of agenda items to be brought to the Club Sponsors or deleting any items that are not required and that do not pertain to your Club. An example is below.

Name of Club: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

- I. Call to Order at \_\_\_\_\_ (DC calls the meeting to order)
- II. Roll Call to establish presence of a quorum (Secretary conducts roll call using Sponsors List, records others also attending)
- III. Mission Moment (optional—officer, Sponsor or member shares positive message about their PC experience)
- IV. Adjustments to Agenda if any (Order of agenda items can change or additional agenda items added)
- V. Old Business
  - a. Presentation of Minutes from previous Sponsors Meeting (Secretary) **Action Item**  
(The Secretary shall provide a copy of the minutes for each Sponsor. If distributed ahead of time, reading of minutes may be dispensed.)
  - b. DC report on activities and general financial status for current year (Include reports on meetings, club-level certifications, rally participation, camps, fundraisers, and any other special club activities, in addition to any club acquisitions, special awards, or member achievements.)
  - c. Committee reports or other business carried from previous meetings, if any
- VI. New Business
  - a. Treasurer Report—Year-to-date financial statement (Income Statement and Balance Sheet)
  - b. Report of Nominating Committee/Presentation of slate of Officers **Action Item**  
(Presented by Chair of the Nominating Committee)
  - c. Call for nominations from the floor (Called by DC)
  - d. Vote to recommend DC (and any JtDCs) and to elect Club Officers **Action Item**  
(For detailed information regarding nomination and voting processes, click [HERE](#)—you must be logged on to the USPC website to access)
  - e. Committee assignments (specifics may determine whether assignments are voluntary or appointed and/or voted upon by the Sponsors)
    - i. Peer Review Committee (required biennially and upon change of DC and/or Treasurer)
    - ii. Nominating Committee
    - iii. Other, if any (provide explanation of duties)
  - f. Appointments of the DC (if any)
  - g. Establishment of Sponsors fee for coming year **Action Item**
  - h. Proposed financial plan (budget) for coming year (Prepared by DC with Treasurer's assistance) **Action Item**
  - i. Establishment of activities calendar for coming year (including meetings, certifications, and special activities)
  - j. Discussion of the value of the USPC National Organization and appeal for donations to the USPC Annual Fund
- VII. Other Business: (if identified)
- VIII. Adjournment **Action Item**