**Meeting Agenda**

It is time for you to plan what you are going to talk about during your next BOSS Meeting, which means its time to create your Agenda. In BOSS we go off “Roberts Rules of Order” for how we operate. Your BOSS Program should have a physical copy of this book, if not it can be found on Amazon for your review. Below we will correlate the numbers below to what that topic should discuss.

 When tailoring this to your specific Garrison keep the following in mind when reviewing the correlating numbers:

1. This is your “General Welcome” introducing everyone, and how the meeting will go.
2. This is where you do your Roll Call; ask everyone if they had signed in. NOTE, in order to make any “official decisions” a minimum of three members must be present.
3. This is where you will review the previous meetings minutes, and ask if anyone has any comments or objections to what is in them.
4. This is where your BOSS Executive council (BOSS President, Vice President, Treasurer, etc.) will give there reports to those in attendance.
5. If you have subcommittees this is where they will present there information
6. Discuss all events between the last meeting and current day; run them in the same Pillar Order throughout the meeting.
7. This is where you will discuss the events in the weeks/months to come.
8. Where you will bring up anything that your local MWR Facilities, or Community Partners are doing
9. This is your “catch all” where you SMs can as questions or comments.
10. Where you close your meeting.

See the following Page for an Example!