President Checklist for Committee Meetings

Points to address at routine committee meetings to ensure a smooth and structured meeting

1. Approve Agenda
2. Approval of previous minutes
3. Check-in with committee members
4. Address urgent business/ongoing events
5. Social Media Update
   1. Are there any upcoming socials to advertise on social media?
   2. Are the socials and fundraisers for the month on the Google Calendar (and shared with AUSA)?
   3. What promotional material is needed?
6. Brainstorm future events and campaigns
7. Treasury Update, recap of incoming and outgoing funds
   1. Any grant application deadlines coming up?
8. Check-in with progress of goals (from development plan)
9. Covid Update
10. Any other business