

PRSSA Sample Agenda: First Executive Officer meeting

A. Reconnecting with the group

1. Hello and greeting of all officers
2. Share what each officer did over the summer, PR experiences, travel etc.
3. Team-building activity

B. Focus the Path for the upcoming year

1. Speech by chapter president. Include goals and vision for the upcoming year, main focuses and key objectives.

C. Focus on individual officers

1. Have officer discuss main goals and plans for their upcoming year in office
 2. Have officer discuss immediate plans that will need to be started soon, i.e. membership drives, fundraising workshops
 3. Get presidents feedback and his/her ideas and goals for that individual office
 4. Group input and consensus on the vision for that officer
- After this section have officer write down any main goals for their upcoming year in office on a sheet of paper and give it to the chapter president. At the end of the year, pass back these papers as a means of evaluating chapter progress.

D. Refocus on the group

1. General Discussion on upcoming year- has anything been missed does anyone want to add anything.
2. Plan PRSSA general meeting. Think of possible team-building exercises and ways to get new members involved. (see 1st general meeting sample agenda)
3. Pep talk by president. Possibly give out small gifts to each officer to help with the year ahead. (i.e. office supplies, coffee cups etc.)
4. Set up time for next meeting