

# Sample Agenda for the Organizational Meeting

Use this sample agenda tool for your first meeting.

## Healthy School Steering Committee Meeting

[Date, Time, Location]

### Objectives:

- To gain commitment for creating a healthy school
- To outline the process for assessing the school's health environment
- To establish a steering committee

### Get Acquainted (15 minutes)

- Refreshments
- Sign-in
- Name tags

### Welcome (5 minutes, school leader in charge of facilitating this initiative)

- Introduce yourself
- Thank those attending for their interest
- Introduce the superintendent

### Opening Remarks (10 minutes, superintendent or principal)

- Describe a health-promoting school and the administration's commitment to this project.
- Clarify the potential envisioned and the results hoped for with the creation of this steering committee and use of the Healthy School Report Card—Canadian Edition.
- Express appreciation for everyone's attendance, interest, and commitment to helping improve the school community.
- Ask attendees for their support to the process.

### Introductions (10 minutes, leader in charge of facilitating this initiative)

- Ask those attending to introduce themselves, identify their affiliation, and explain what motivated them to attend.

### Overview of Steering Committee (15 minutes, meeting chair)

- Provide an overview of the process.
- Discuss the membership of the steering committee.
- Describe the role of the steering committee and the expectations for the members.
- Explain the role of the work groups in the assessment process.

**Feedback and Question-and-Answer Period** (15 minutes)

- Open up discussion to all members.

**Next Steps** (15 minutes)

- Set the next meeting date, time, and location.
  - Indicate the next steps that need to be taken and ask for agreement on those steps as the purpose for the next meeting.
    - Complete a thorough review of the Healthy School Report Card—Canadian Edition.
    - Determine a time line and process, and form multiple work groups.
- Ask for volunteers to help plan and lead the next meeting. Set a planning time with those volunteers to prepare for the next steering committee meeting.
- Ask for the names, addresses, phone numbers, and e-mail addresses of others who should be invited to the next meeting.
- Remind the volunteers that their active involvement is important.

**Adjournment** (5 minutes, superintendent or principal)

- Thank participants again for their attendance and input.