

Sample Service Unit Meeting Agenda

Date:

Time:

Location:

Arrival Activity- *leaders check mail, pick up handouts, name tags etc. This is a great opportunity to network with other leaders, turn in paperwork, or complete a task for use later in the meeting.*

Agenda:

- **Welcome and Introductions** – *Spend a few minutes going around the room until everyone has a chance to introduce themselves. This will help volunteers learn key people in the unit and help everyone feel connected*
- **Council Updates-** *this is the time for the staff person to share any info. If a staff person is not attending the meeting- be sure to touch base to see if there is anything they would like highlighted. Or, remind leaders to check the CIS and ensure everyone is receiving it.*
- **Training Topic-** *GSLE Minute(GSLE Coach spends a few minutes sharing ideas or tips), Topic trainings- finance, registration, travel, songs, ceremonies etc, Buzz Time(break up by age level or school so leaders can discuss projects and events), Craft/Idea Swap- give time for leaders to share their ideas with whole group. *Note- while it is tempting to leave this agenda item for the end, set a time limit and offer it during the middle of the meeting. it will break up the report out structure and allow those who are unable to stay til the end to benefit.*
- **Finance Report-** *Finance Consultant can report on balance of SU account and expenditures, remind leaders about finance procedures, explain money handling etc.*
- **Product Program Updates-** *This will vary throughout the year but may include upcoming deadlines, logistics plans, training, distribution of materials etc.*
- **Registrar & Organizer Report-** *Share the number of members in the service unit, girls needing to be placed, groups that need volunteers, help needed for recruitment events*
- **Event Updates-** *This is the time to tell the group about upcoming service unit programs and events. Make decisions, share handouts, deadlines, final reports etc.*
- **Open Forum-** *Save a few minutes at the end for questions, concerns, moments of gratitude, etc.*