

Sample Campaign Committee Meeting Agenda

Campaign Committee meetings should last no longer than 30 minutes to an hour. Keep meetings concise and on topic to respect participants' time. Assign or ask participants to volunteer for committees or task management leadership roles to streamline projects and the decision making process.

Be sure to select committee members from various departments such as finance, marketing and human resources and be sure to assemble a mix of personalities and professional levels.

Your first committee meeting should be scheduled no less than **three months** from the campaign launch date. Meet regularly until the campaign launch.

First Meeting Agenda

Subject	Topics	Allotted Time
Intro	<ul style="list-style-type: none">• Thank committee members• Why United Way	2-5 minutes
Structuring and Assignments	<ul style="list-style-type: none">• Assign or ask for volunteer leadership roles• Form sub-committees to handle various tasks or aspects of the campaign	5-10 minutes
Employee Engagement	<ul style="list-style-type: none">• Communications schedule• 365 Days of Caring Volunteer project• Brainstorm the campaign theme, events, incentives• Implementation process	10-15 minutes
Goal Setting	<ul style="list-style-type: none">• Set campaign goals• Leadership goals• Participation goals	5-10 minutes

Subsequent meeting agenda items should include sub-committee updates, progress on overall planning, visits from United Way representatives, etc. feel free to adjust meeting schedules and agendas based on your overall need or progress.