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.
    ▪ 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.