



COMMITTEE MEETINGS

A GUIDE FOR CHAIRS

For general committee information, visit:

WWW.FSBA.ORG/MEMBERSHIP/FSBA-COMMITTEES

TO-DO-LIST & MEETING FORMAT

PREPARING FOR YOUR MEETING

- ☐ CONTACT STAFF LIAISON TO ASSIST YOU IN SETTING UP GO-TO-MEETING
- ☐ PROVIDE AGENDA AHEAD OF TIME

CHAIRING YOUR MEETING

- ☐ WELCOME & IDENTIFY COMMITTEE MEMBER WHO WILL TAKE MINUTES
- ☐ CALL TO ORDER
- ☐ ROLL CALL
- ☐ SUNSHINE REMINDER:
"As a reminder, all constitutionally-elected School Board members are held to Sunshine Law. Please consider this should any other members from your district be attending this meeting."
- ☐ REMIND ALL TO IDENTIFY THEMSELVES UPON SPEAKING
- ☐ FOLLOW AGENDA
- ☐ UPON COMPLETION, MINUTES TO FSBA STAFF