The Florida School Boards Association



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

The MISSION of the Florida School Boards Association is to increase student achievement through the development of effective School Board leadership and advocacy for public education.