[ABC] School PTA

PTA

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[Type of Meeting]
[Date]
[Time]
[Location]

Agenda

1. Call to Order   [Name], PTA President

2. Opening Ceremonies (optional)   [Name]

3. Roll Call (if customary) & Quorum   [Name], PTA Secretary

4. Reading and Approval of Minutes   [Name], PTA Secretary

5. Financial Report   [Name], PTA Treasurer

6. Reports of Officers, Boards, and Standing Committees
   - President
   - Vice President
   - Committee Chairs
   - Principal
   - Teachers

7. Reports of Special Committees (announced only if such committees are prepared or instructed to report)

8. Special Orders (announced only if there are special orders)

9. Unfinished Business and General Orders

10. New Business

11. Announcements

12. Program (if a program or a speaker is planned for the meeting)

13. Adjournment