**OHEF SHOLOM TEMPLE**

**Agenda Template**

 **for Committees, Work Group & Auxiliary Meetings**

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**Agenda for the Meeting of the *insert name* Committees, Work Group or Auxiliary**

***Insert Meeting Date***

1. Time meeting Called to Order and by whom

2. Review and approval of Minutes of the Previous Meeting

 3. Subcommittee or Work Group Reports

3.1 Notes/Decisions/Actions

3.2 Notes/Decisions/Actions

3.3 Notes/Decisions/Actions

3.4 Notes/Decisions/Actions

4. Old Business

 4.1 List - Decisions/Actions

 4.2 List - Decisions/Actions

 4.3 List - Decisions/Actions

5. New Business

 5.1 List - Decisions/Actions

 5.2 List - Decisions/Actions

 5.3 List - Decisions/Actions

6. Action Items for the Board

 6.1 List

 6.2 List

 6.3 List

7. Next Meeting date and other important dates

8. Adjournment

Meeting materials packet should include the following documents:

 1. Minutes of the previous meeting

 2. Subcommittee Reports

 3. Documentation for Board Action Items (e.g., Pro Forma, Policy & Procedure)

*For consistency, all Temple documents should be created in Word using Times New Roman size 12. Please save the document name in the footer using the format Year Month Date Document Name Number.*