

Date:

Committee Meeting Task List Checklist

Attachment A

Time Frame	Actual Date	Committee	Task	Completed
2 weeks prior			Select & Secure Meeting Venue	
2 weeks prior			Request progress reports/dashboards from Contractor staff	
10 days prior			Put in catering order	
10 days prior			Request financial reports from CFO (to send me FINAL copies 5 days before meeting)	
10 days prior			Send email to Committee members reminding them of meeting and request RSVP (include staff, SCDEW Youth area Director (if Youth Committee), contractor staff--if applicable)	
10 days prior			Consult with Ann and Committee Chair of the Agenda for Meeting	
10 days prior			Create a RSVP spreadsheet to track attendance	
1 week prior			Type up Agenda and get approval from Chair and Ann	
5 days prior			Final reminder email to Committee members and attach agenda, financials and supplemental info; Confirm attendance; if no quorum met, notify ED immediately	
3 days prior			Final head count to caterer	
2 days prior			Make copies of Agenda packet	
1 day prior			Sign-in sheet	
1 day prior			Final reminder to caterer	
day of			Set up room/tables/chairs	
day of			Set out agenda packets at each seat	
day of			Display sign-in sheet and extra copies near room entrance	
day of			Ensure caterer arrives and food is set up	
1 day after			Send (or make available) any additional information/documents to board members that were not present at the meeting.	
2 days after			Process food and room rental invoices and give to CFO	
2 days after			Type Meeting Minutes (<i>follow meeting minutes policy</i>)	
5 days after			Send "Draft" of Meeting Minutes to Associate Director to proof	
7 days after			Make suggested corrections to Minutes.	
7 days after			Send "Proposed Final" Meeting Minutes to Executive Director for input and final approval	
10 days after			Once approved by the Executive Director, send to Board Chair for approval	
12 days after			Once approved by Board Chair, upload approved Minutes and meeting packet to website	
12 days after			Type Committee Summary for Board meeting	
12 days after			File the following documents: caterer invoice, board packet, sign-in sheet, all meeting check sheets, draft of meeting minutes, etc.	
13 days after			Submit Committee summary to Executive Director for approval	
14 days after			Make any final changes to Committee Summary; print and put with any supporting docs for Board meeting (part of Board packet to copy and upload to website)	