

# **Guidelines for District Committee and Operating Committee Meetings:**

## **Work Plan Sample Agendas**

# The District Committee Meeting

## Planning the Meeting

Preparation for the district meeting calls for advance planning by the district chair, district commissioner, and district executive; and most important of all, a conference between the district executive and the chair of each of the district operating committees to check on progress and develop a work plan for the coming month.

Following are some ideas to choose from in planning meetings. Obviously, time will not permit all of them to be used in any one meeting.

**Special guests.** A great deal of fine relationship work can be done by inviting people to come as honored guests to a meeting of the district committee. This may include heads of chartered organizations, Scouting officials, public officials, and community leaders.

**Opening ceremony.** This should be brief but inspirational. It may be a prayer, the Scout Oath, the Pledge of Allegiance, a new ceremony, an inspirational poem, or a good Scouting story.

Any volunteer movement such as Scouting is peculiarly dependent on emotional motivation. It is important to every district meeting to add fuel to the fires of interest and enthusiasm, and to strengthen people's will to carry on this cooperative venture in serving youth.

**Introduction of guests.** Have someone introduce the guests (be sure the names are pronounced correctly and clearly.)

**Introduction of new members.** Any new members should be introduced with a simple ceremony. Tell who they are, express the welcome of the group, shake their hands, and pin a Scouter button on each of them.

**Training.** Every gathering of Scouters is an opportunity to add something to the individual's understanding of Scouting, and of the job and how to do it. Brief discussions, videos, demonstrations, charts, and literature displays are some of the tools that can be used.

**District commissioner's report.** Before the operating committees meet, the district commissioner will request operating committee assistance for specific unit situations.

**Operating committee meetings. This is the bread-and-butter part of a good district meeting.** Each committee must have an agenda worked out by the district executive and operating committee chair. The agenda includes specific plans, assignments, and follow-up on assignments. The major purpose of these meetings is to make assignments and to follow up on assignments previously accepted.

**Report of the operating committee chair.** Report on two things: (1) What was accomplished in the past month? (2) What plans do they have for accomplishing during the next month?

**Reports of chartered organization representatives.** Chartered organization representatives may be called on occasionally.

**Other business.** Any items of district business that have not been fully covered in reports of the operating committees should be covered here.

**Open forum.** The principal reason for holding the forum nearer the end of the meeting is that it permits keeping the earlier parts of the meeting on schedule. If questions or problems are brought up in the earlier parts of the meeting, instead of stalling the meeting at that point, the chair notes them for discussion during the open forum.

**Executive's remarks.** A short period at the close of the meeting should be reserved for the district executive. This is an opportunity to sum up, recognize progress, point the way ahead, bring news from the council and the Scouting world, and perhaps end on a note of inspiration and challenge. The district executive may use charts to show the standing of the districts in relation to others or to the council as a whole.

**Announcements, closing.**



## Meeting Results

It is up to the Key 3 to see that each meeting has the following results:

- The principal outcomes of each meeting should be the quality operation of units, the organization of new units, and the fund development efforts of the council.
- Notes related to the work plan of the district should be kept by each operating committee chair and copies shared with the district Key 3.
- Significant outcomes of the meeting can be reported in the local news media, informing the public and further committing committee members to carry out announced plans.
- The district chair and the district executive should be in frequent contact with operating committee chairs over details of committee member assignments, encouraging, helping, checking on progress, and promoting the steady flow of district work until it is time for another meeting.
- The district commissioner takes details of the meeting back to the commissioner staff.

## Training Committee

Use the DVD *Meetings of the District*, AV-06DVD07, to train the district Key 3 and operating committee chairs in how to have productive district meetings that achieve the objectives of the district.

Annually, you should conduct the district committee training workshop, using the *District Committee Training Workshop* manual, No. 34160, as a guide. This can be conducted on a council or district basis. This workshop has individual sessions for each operating committee to provide them with support of their job responsibilities.

# Work Plans

District \_\_\_\_\_

Council \_\_\_\_\_

## District Committee Meeting

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

District Chair \_\_\_\_\_

**Note:** Attach and give work plans for all committees to the district chair, district commissioner, district executive, and operating committee chairs.

1. **Call to order.**
2. **Opening ceremony and/or invocation.** Keep this short and simple.
3. **Welcome, introductions, and recognitions.** Ask committee chairs to introduce the new members of their committees.
4. **Training feature of the month.** No longer than 20 minutes.
5. **Highlights of the job that needs to be planned and executed tonight** (district chair).
  - A. Touch on the highlights of this month's work plan for each committee.
  - B. Announce time allowed for the operating committee meetings.
  - C. As each item is discussed, be sure an assignment is made, accepted, and recorded on the work plan in each committee meeting.
6. **Unit service.** Unit conditions and roundtables (district commissioner)  
Specific unit needs requiring operating committee assistance.
7. **Operating committee meetings.** These will occupy the major portion of the evening (especially related to achievement of the Journey to Excellence Unit Award). The Key 3 can have a quick huddle then disperse, each to assist or sit in on one of the committee meetings.

**8. Reports and plans of operating committee meetings.** (Obtain completed plans from each chair.)

A. What was accomplished in the past month?

B. What plans have been made to accomplish during the next month?

\_\_\_\_\_Fund Development Committee

\_\_\_\_\_Membership Committee

\_\_\_\_\_Activities and Civic Service Committee

\_\_\_\_\_Advancement and Recognition Committee

\_\_\_\_\_Camping and Outdoor Promotion Committee

\_\_\_\_\_Training Committee

**9. Reports of special committees and selected chartered organization representatives.**

**10. District executive's report.**

11. Other business. Hold an open forum if time permits.

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Announce the next meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**12. Closing ceremony.**

**13. Adjournment.** Have refreshments and fellowship.

District \_\_\_\_\_

Council \_\_\_\_\_

### Membership Committee

Work Plan (Sample Agenda)

Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Chair \_\_\_\_\_

**1. Attendance record.** List names—check those in attendance.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**2. Review work plan for assignments not completed.** Jobs not completed are carried forward.

**3. Present membership.**

	New Units	Total Units	Total Youth
One year ago	_____	_____	_____
Goal this report	_____	_____	_____
Actual this report	_____	_____	_____
December 31 goal	_____	_____	_____
Needed to reach goal	_____	_____	_____

**4. New-unit organization.** Review District New-Unit Chart, No. 522-904, for each unit currently being organized.

Chartered Organization	Key Contact	Phone Number	Situation	Next Step	Assignment Accepted By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Discuss assignment of organizers, trainers, and commissioners.

**5. Potential new chartered organizations.**

Organization	Type of Unit	Assignment Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____