

Sample Arthritis Walk Committee Meeting Agendas

Committee Meeting #1

Welcome & Introduction

Event Chair

Get to know each other! An icebreaker always makes this process more fun. Have everyone tell how they got involved with the Arthritis Foundation, where they work, what specific area they will be working on, etc. Encourage them to share some "fun facts" about themselves.

Why Walk?

Event Chair or Honoree

Show the video, have an honoree share their story, etc.

Steps to Success

Event Chair

★ Goals

Develop committee goals - # of teams, \$ raised, # of Heroes, etc.

★ Volunteer Structure

Discuss how the committee will work together to accomplish these goals. You may want to discuss each committee's responsibilities at this time.

★ Team Development

Discuss the plan of action for how you are going to reach your team recruitment and retention goal. This includes brainstorming who the committee knows. A flipchart comes in handy!

★ Timeline

Discuss any milestones that have been set and how to accomplish them. For example: recruiting 25% of your team goal by February, 50% of your team goal by March, etc.

Question & Answer

Event Chair

Next Meeting

Event Chair

You may choose to set a committee meeting calendar with the committee at this time.

Additional Committee Meetings

Welcome & Updates

Event Chair

Discuss materials that have been ordered (brochures, posters, etc.), introduce any new committee members, remind committee of timeline milestones, discuss any new developments, etc.

Committee Reports

Committee Chairs

★ Team Development

Update on how many teams have been recruited to date. Discuss plans for Corporate Breakfast/Kickoff event/Team Captain Meetings. Continue brainstorming where to find teams.

★ Sponsorship

Discuss prospect list, ask committee for input. Share sponsorship package.

★ Logistics

Confirm date and location of Arthritis Walk. Discuss status of permits, volunteer needs, entertainment ideas, food and beverage, day-of event needs, etc.

★ Publicity

Discuss publicity plan.

Question & Answer

Discuss any other topics not already addressed in the meeting

Event Chair

Next meeting

Remind committee of next meeting

Event Chair