

**[YOUR PTA NAME] | Executive Board Agenda**

**[DATE] | [TIME / LOCATION]**

* Call to Order
	+ Roll Call and Quorum
	+ President’s Welcome
* Secretary - Minutes
* Treasurer – Bank Balance & Treasurer’s Report
* Presentation of Reports
* Unfinished Business
	+ [ACTION ITEMS OR ITEMS TO DISCUSS]
* New Business
* Announcements
	+ [ANNOUCEMENTS IF APPLICABLE]
	+ Upcoming Dates
		- [UPCOMING DATES]
* Adjourn