

## Group Committee Meeting Check Sheet

Group: \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsorship** Sponsor representative present? Y\_\_\_ N\_\_\_

**Membership** Membership initiatives discussed Y\_\_\_ N\_\_\_

**Growth** Linking activities discussed? Y\_\_\_ N\_\_\_

**Group Committee** Who attended?  
All sections represented Y\_\_\_ N\_\_\_ Parent Representatives? Y\_\_\_ N\_\_\_  
Chair? Y\_\_\_ N\_\_\_ Group Commissioner? Y\_\_\_ N\_\_\_ Secretary/Treas.? Y\_\_\_ N\_\_\_  
Agenda prepared? Y\_\_\_ N\_\_\_  
Minutes from previous meeting available? Y\_\_\_ N\_\_\_ Approved Y\_\_\_ N\_\_\_

**Program** Any specific program discussion? Y\_\_\_ N\_\_\_

**Spiritual** Opening/closing invocation/prayer? Y\_\_\_ N\_\_\_

**Training** Discussion on training? Y\_\_\_ N\_\_\_

**Recognition** Leader recognition discussed? Y\_\_\_ N\_\_\_

**Relationships** Section reports filed? Y\_\_\_ N\_\_\_ Discussed? Y\_\_\_ N\_\_\_  
Discussion on inter-sectional activities ? Y\_\_\_ N\_\_\_

**Finance** Group Financial Statements discussed? Y\_\_\_ N\_\_\_  
Available for handout? Y\_\_\_ N\_\_\_  
Group fund raising discussed? Y\_\_\_ N\_\_\_  
Section finances discussed? Y\_\_\_ N\_\_\_

**Area** Provincial/Area information passed to the group? Y\_\_\_ N\_\_\_  
Discussion of area forum or area events? Y\_\_\_ N\_\_\_

**Comments:**

**Areas of strength**

\_\_\_\_\_  
\_\_\_\_\_

**Areas for improvement**

\_\_\_\_\_  
\_\_\_\_\_

**Follow-up** \_\_\_\_\_