

SWCD Annual Meeting Check List

Use this checklist when preparing for the annual meeting and election:

I. Planning the Program:	Yes	No
Was the date was set at least three months in advance of the meeting?		
Was the speaker contacted at least three months in advance of the meeting?		
Was the nominating committee appointed at least three months in advance?		
Did you have a welcoming committee?		
II. The Meeting Place:	Yes	No
Does the chosen facility provide ample space for your meeting?		
Did you rotate geographical areas within the district?		
Or always hold meeting in a central location?		
Will the heating/cooling system be adequate?		
III. Notice of Meeting and Publicity Used:	Yes	No
Was a special news releases about the meeting be sent to all local newspapers?		
Did local radio and TV stations announce the meeting?		
Was publicity started at least five weeks ahead of the meeting?		
Were supervisors, associate supervisors and other asked to sell tickets?		
Did you invite the local news media?		
Were cooperators notified through the district newsletter?		
IV. Conducting the Meeting:	Yes	No
Did the meeting start on time as advertised?		
Did a supervisor act as master of ceremonies?		
Did each supervisor participate in the meeting or have some responsibility?		
If a financial report was presented, was it brief?		
If an annual report was presented, was it brief?		
Were VIPs introduced--if so, was adequate planning done ahead of time?		
Was the legal election procedure followed?		
Did the meeting end on time?		
Were pictures taken?		
V. After the Meeting:	Yes	No
Were bills paid by check or voucher?		
Was the meeting given proper publicity after the event?		
Did the board and staff discuss the meeting at the next monthly meeting to list ways to improve the meeting.		