

**[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