

Parent Committee Meeting Agenda

Monthly troop committee meeting agenda template. Adapt sections to your troop's needs.

Date: _____ Time: _____ Location: _____
Called to order by: _____ Notes taker: _____ Next meeting: _____

0:00

Opening

- Call to order
- Pledge of Allegiance / Scout Oath
- Review and approve last meeting minutes
- Review and approve treasurer report

0:10

Scoutmaster Report

- Program highlights since last meeting
- Upcoming events and campouts
- Advancement updates — scouts in progress
- Issues needing committee support

0:20

Committee Reports

- Treasurer — budget status and expenses
- Advancement Chair — recent BORs and Eagle progress
- Outdoor/Activities Chair — upcoming events status
- Equipment Coordinator — gear condition and needs
- Fundraising — current status and upcoming

0:40

Old Business

- Item 1: _____
- Item 2: _____
- Item 3: _____

0:50

New Business

- Item 1: _____
- Item 2: _____
- Item 3: _____

1:00

Closing

- Confirm next meeting date and location
- Adjourn

Action items from this meeting:

- | | |
|----------|--------------|
| 1. _____ | Owner: _____ |
| 2. _____ | Owner: _____ |
| 3. _____ | Owner: _____ |
| 4. _____ | Owner: _____ |
| 5. _____ | Owner: _____ |
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