

This template is a suggested general meeting agenda for metal detecting and prospecting clubs. The agenda template also includes some definitions and responsibilities for portions of the agenda.

**Welcome from the President** (The president should provide meeting leadership by requiring the club's various volunteers and membership to be involved in the meetings content.)

- Presidents Message (Update on the hobby in the local area.)
- CLUB'S Board Meeting Results (Clubs should have a monthly board meeting.)
- Special Announcements & Board Introductions
- Birthdays this Month (Members birthdays)

**Visitor Introduction** (Have each visitor present themselves to the club.)

- Visitor Drawing (Each visitor should be given a number or ticket for the drawing.)

**New Member Introduction** (Have each new member present themselves to the club)

**Ice Breaker** (Optional Joke, this joke should rotate between the board members.)

**Secretaries Report** (Recaps the previous monthly meeting minutes and asks for corrections.)

**Treasure Report** (Provide the membership with monthly financials and how the club is doing against its budget.)

**Vice- Presidents Message**

- Report on Monthly Raffle Items

**Membership Report** (Chairperson Handles Membership Registration.)

- Membership Drawing

**Hunt Master Report** (Individual Responsible for all of the Club's Planted & Unplanted Hunts.)

**Committee / Chairperson Reports** (This is a suggested list of Committees and Chairpersons that may be part of any club. If these or other positions exist in your club the spokes person for a specific function should be required to get in front of the membership and provide a report each month.)

- Community Liaison: person or persons who interface with public officials (Parks, Law Enforcement, News Outlets, etc) on the club's behalf.
- Curator: person responsible for acquiring club prizes for raffles & hunts.
- Evidence Recovery: person responsible for having a team in place to provide assistants to law enforcement.
- Diamond & Gold Tester: an individual who has the expertise & tools to evaluate gold & diamonds for members.
- Historian: an individual who records important event information for future club milestone celebrations.

- Hospitality Chairperson: an individual who greets visitors at club meetings, handles introductions and does follow-up with visitors after the meeting.
- Legislation Liaison: an individual that informs the club about any legislation issues either national, state, or at the local level and recommends a form of action for the club.
- Librarian: provides storage and displays & signs out the club's books and videos.
- Manufacturers Representative: interfaces with equipment manufactures and keeps the members informed of new detector offerings.
- National Organization Liaison: contact between club and national hobby associations.
- Newsletter Editor: generates & distributes the club monthly newsletter.
- Photographer: records clubs activities by taking photos for the newsletter editor and web-site editor.
- Program Director: coordinates all club programs (raffles, drawings, hunts), develops speaker programs and works with other appointees & volunteers on special club programs.
- Refreshments: provides refreshments at club meetings.
- Web-site Editor: designs and maintains the club web-site.

**Individual Member Reports** (Individual members may have knowledge about related hobbies that may be of interest to the membership)

**Review of Old Business** (Previous Meeting's New Business)

**New Business** (New Topics and Discussion)

- Review Board Meeting Actions
- Ask for Topics or Issues from the Membership and Board Members
- Review Committee Reports for Actions

**Finds of the Month** (Show and Tell)

- Finds of the Month Chairperson: The chairperson should take charge of the Show & Tell portion of the meeting and have each member get up in front of the membership and explain their finds.
- Provides a process for awarding the best finds each month for Coin, Jewelry, Relic, etc.

**Break** (15 minutes)

**Special Events**

- Guest Speaker (No longer than ½ hour)
- Training Session (May be at the meeting's end)

**Monthly Raffle** (Raffle Chairperson handles all aspects of the club raffle.)

- Coin Raffle
- 50/50 Drawing
- Other raffles

**Adjourn Meeting** (Recap of important issues before adjournment)