

These are intended to be guidelines. What works best for one club/district/region may not work in all areas.

- contact the SSAI Chief Administrative Officer for an updated list of member club contact information
email: info@saskseniors.com mail: Box 455, Vanscoy, SK S0L3J0 phone: 306-493-3023 (no texts)
 - select a club to host that is central for everyone, or clubs may decide it's better to take turns hosting
 - depending on the number of clubs in your area, it might make sense to host district and region meetings separately, or to combine into one meeting.
 - decide who will plan the event: the incumbent coordinator/director, a club, or a subcommittee
 - plan/distribute the details for your meeting: Date, Time, Location, who will attend, who to contact for more information and to RSVP (telephone, email, mail, posters, social media, word-of-mouth)
 - invite clubs to prepare a report to present at the meeting or to be read in their absence.
 - ask clubs/members to RSVP so you can predict/plan for the number of people who will attend
- Sign-in sheet** to record attendance (Name, address, phone, email) SSAI member or Guest
 - Optional: Door prizes

Proposed Agenda:

- Call to order & Welcome
- Nominate/elect or ask for volunteer meeting **chairperson**
- Nominate/elect or ask for volunteer meeting **secretary** to count the people in the room, record **minutes** (minutes will be distributed after the meeting to all clubs in attendance, and to the SSAI Chief Administrative Officer for archiving)
- Present/Approve the **Agenda**
- Introductions – information/questions about SSAI
- Minutes from the previous annual meeting if applicable/available
- Business arising from the minutes
- Correspondence
- Reports** from each club (i.e. # of members, events, activities, successes, struggles, etc.)
- Reports from District Coordinators and/or Regional Director
- Roundtable** discussion – allow each person an opportunity to speak to share information, provide feedback, or ask questions.
- Unfinished business
- Optional: guest presentations/speakers on topics of interest to members
- Optional: serve food/beverages (minimal \$ charge per person for lunch or ask for donations to cover expenses associated with hosting this event)
- Allocate time for Body Breaks, time for socializing and networking.
- New Business:
 - Nominations and **Elections: District Coordinator and Regional Director** positions are only for 1 year term. An election must be held every year at the annual district/regional meeting. Incumbent coordinator/director is eligible for nomination.
 - **Resolutions** – Moving, seconding, discussion, and vote to adopt or reject each proposed resolution; adopted resolutions will be forwarded to SSAI for discussion at the SSAI Convention.
 - Decide on location (club/community) to host **next annual district/regional meeting**
- Any other business
- Announcements (SSAI annual convention information)
- Adjournment