

## **Sample Agenda**

### **Additional Notes**

#### **Reports**

All reports of Officers, Directors, National Director, and Nests, should be done in writing prior to the Convention. Copies of the reports should be distributed to the Delegates when they register for the Convention. If the reports are distributed before the Convention, there is no need to read all the reports during the Convention. The individual can present a summary and/or just comments relating to the content of the written report.

A District Director's report is different from the Nest President's report. The Director reports on their activity as a District Director. This is not a report of their Nest. The Nest Presidents, however, present a report on the activities of their Nest.

#### **Treasurer Report and Audit Committee Report**

The Treasurer actually makes two reports at the District Convention. The first is of their activities and duties as the Treasurer. This report is presented with all of the Officers' reports. The second is the financial report of the District. This report should be presented after the Officers' reports. At this point, no action is taken on the report. Immediately after financial report, the Audit Committee gives its report of the financial reports. A motion is made to accept (or not accept) the Audit Committee report. If approved, then a motion is made concerning the Treasurer's financial report.

#### **Committees**

Convention Committees should be appointed by the District President prior to the Convention. It is a good practice to ask Members if they want to serve on Committees before the Committees are announced. Also, all Committee Members should receive a written explanation of the duties and responsibilities of each Committee to which they have been appointed. The Standing Committees of a District are established by the PFA. Standing Committees are the following: Technical, Falconette, and Legion of Honor.