NWOSU Future Educational Leaders Club -NWOSU FEL

Officers' Handbook

2026-2027

a. SAMPLE GUIDE FOR PLANNING A BUSINESS MEETING AGENDA

Name of Organization
Date
Location/Time

Agenda

I. Call to Order
II. Approval of Minutes
III. Adoption of Agenda
IV. Reports of Officers
V. Reports of Committees
VI. Old Business
VII. New Business
VIII. Announcements
IX. Adjournment

b. Sample agenda for the BUSINESS MEETING

A script for the President

OPEN MEETING

The meeting is now called to order. _____ will call the roll.

MINUTES

_____ will read the minutes of the last meeting.

Or

The minutes of the previous meeting were mailed to you.
Are there any corrections or additions?
The minutes stand approved (as read, as printed, as corrected).

REPORTS

The next agenda item is reports (of committees/of officers).

a.
b.
c.

Are there any questions?

BUSINESS

The next agenda item is unfinished business. We need to deal with:

a.
b.
c.

New business is now in order. The first topic we need to deal with is:

a.
b.
c.

MOTIONS

It has been moved that _____.
Is there a second? Is there a discussion?
It has been moved and seconded that _____.
All those in favor, say Aye…..Those opposed, say No…

ADJOURNMENT-NO MOTION NEEDED

If there are no objections, the meeting is adjourned.

c. Officer's Duties

NWOSU FEL PRESIDENT DUTIES

1. Furnish leadership for the chapter by being informed, interested, considerate, and dedicated to FEL.

2. Maintain constant contact with the other officers and the sponsor/advisor.

3. Plan (with the faculty sponsors)and hold meetings.

4. Make sure publicity is out and members have been notified of meetings. (email/posters/webpage)

5. Conduct all meetings.

6. Attend conventions, meetings, and workshops to develop additional leadership qualities.

7. Attend monthly NWOSU SGA meetings via Zoom.

8. Know the NWOSU expectations for campus clubs and initiate the activities needed to maintain club status.

9. Know the officer's expectations.

10. Involve the membership. Remember, it is their club.

11. Provide motivation for the entire club.

12. Be knowledgeable about parliamentary procedure to preside with skill, poise and confidence. Start and stop meetings on time.

14. Schedule and preside at regular meetings of the NWOSU SGA meetings.

15. See that your club is well represented at campus events.

16. Spend time planning the year and setting goals for it. Keep all members appraising of plans.

NWOSU FEL FIRST VICE-PRESIDENT DUTIES

1. Assist the president with administrative duties.

2. Provide the necessary information to the publicity officer so that he/she may adequately advertise and publicize the meetings.

3. Keep an up-to-date list of events and responsibilities.

4. Work closely with the President and Secretary to create and produce a FEL newsletter, monthly email.

5. Pick up ideas from the members and pass them on to the president.

6. Conduct meetings in the absence of the president. Attend events in the absence of the club president.

7. Keep up with issues that could potentially affect members. Email any issues to the officers and sponsors.

8. Recruit members from the teacher education students

NWOSU FEL SECRETARY DUTIES

1. Keep notes during each meeting and type minutes very soon after.
2. Email minutes to Club President and Sponsors.
3. Maintain the Club bulletin board and update it frequently with current information.
4. Keep an updated list of all members.
5. Keep an accurate record of attendance at meetings and workshops.
6. Maintain a file of all correspondence and be responsible for maintaining chapter files.
7. Notify officers and members of meetings.

NWOSU FEL HISTORIAN DUTIES

1. Photograph all meetings, events, workshops and fundraisers.
2. Maintain a chapter scrapbook that includes the minutes, all articles published in the school newspaper/social media, and other sources that deal with FEL or its members, and photographs from meetings and activities.
3. Have the chapter scrapbook ready for display at any FEL table set up.