



# MUST **QUITO**

**MOSQUITO** **ExNoRa**

# AGENDA



# Standard

## Agenda\*

- Prepared out of 30 years of experience.
- When this AGENDA is adopted and made use, it will make the organisation very strong and sustainable .
- The members will involve

\* You can add or delete the items as per your members' time availability and the requirements will be 100% successful

**Meeting Agenda** to be strictly adhered to, by the President after selection of items from & out of this **Model Agenda**

## **Pre-Meeting Agenda**

**15 minutes**

**BEFORE THE MEETING**

Tree Planting / Tree Salute  
& Green Fellowship

LIGHT REFRESHMENT  
(Contributory – by individuals)

# PRE-MEETING AGENDA CONTINUED

When members start assembling , those who arrive early won't waste their time. They can make the waiting time highly productive , interesting and funny

They have the **OPTION** spending it for **FUN** or **SELF-IMPROVEMENT**

The members who arrive early need not consider the waiting time as wasted time

THEY CAN MAKE IT AS

SPINOFF TIME

O  
R

BONUS TIME

THEY CAN USE THE TIME BENEFICIALLY FOR

FUN

OR

SELF-DEVELOPMENT

by

Sunny Funny

OR

Sneak & Peak

# PRE-MEETING AGENDA CONTINUED

From 15 minutes to 30 minutes



**Sunny Funny**



**Speak & Peak**

Until the regular programme starts, they will have **AMUSEMENT** by playing games particularly "Sunny Funny" **CLICK**

Link: Sunny Funny

**Speak & Peak**  
**Click**

Main Meeting  
Main Agenda

Fun & Frolic  
Meeting

Problems  
Solving  
Meeting

Continuous  
Learning Meeting  
& Action Review  
Meeting

01. Assembling at the meeting venue & Collaring of President by an **ExNoRa**\* : (1 minute )
02. Call the meeting to order by President :30 seconds
03. PRESIDENT'S GREETINGS\* :30 seconds
04. **ExNoRa** Anthem\* :1 minute
05. **ExNoRa** Pledge\* – a. **ExNoRa**'s MOTHER EARTH SALUTE & b. TREE the BEST TEACHER SALUTE 3 + 3 minutes
06. Brief Welcome by the President : 3 minutes
07. Honouring the Chief Guest by presenting him with a Potted Plant (You can get it from "**DIAL FOR A REAL PLANT**"). He will be briefly introduced while he is honoured

**\*These roles should be done by members by rotation**

Main Meeting  
Main Agenda

Fun & Frolic  
Meeting

Problems  
Solving  
Meeting

Continuous  
Learning Meeting  
& Action Review  
Meeting

08. Read the agenda first duly mentioning the time & duration : 2 minutes
09. Reading of Minutes of last meeting by Secretary (oral or printed) : 3 minutes
09. Approval of minutes (read/corrected): 2 minutes
10. Secretary Announcements / Birthday Greetings: 5 minutes
11. Comedy Remedy (Humourology) & Group Laughing :10 minutes One read one verse from the book **"Communicate & Captivate"** and explain about it.

**\*These roles should be done by members by rotation**

# Meeting Agenda Continued

13. Knowledge Hunger (அறிவு பசி) Chief Guest Address an eminent person known for his acumen: 15 minutes
14. Question & Answer for: 5 minutes
15. Presentation of a memento to Chief Guest by the President , mostly a plant or tree . See pictures to be given as memento: 1 minute
16. VPs & Secretary's report : each 2 minutes
17. One Minute Reporting by each office bearer / Member-in-charge : 10 minutes  
Each member tell one development

**Bringing Together People**

Nation Building

Nature Saving

Nationals Serving



## Meeting Agenda Continued

18. EnterTimeMent (Entertainment by Children **ExNoRas** & Women **ExNoRas** – will be organised by Chief Secretary : 10 minutes . Shoot in mobile & post it in YouTube
19. Speak & Peak in action by Speakers **ExNoRa**. Public Speaking Skill Development by 2 members (by rotation ): 2 minutes each
20. Announcements on Members & announcements by members : 5 minutes

**Bringing Together People**

Post Meeting : Goodness Gracious Time Dinner- 30 minutes

Dinner is a must in ExNoRa Meetings . People need not to rush to home to prepare food . They will stay relaxed

## DINNER OPTIONS

Buffet Dinner:- mostly pot luck / preparation as a few teams , each team preparing one item

Hotel Order-members share its cost : Get food from a good hotel

Eat & Talk : The eating time also can be made learning & fun

1. It can be "**ALL-TOGETHER-EATING**"

2. Natural Group Eating , they get segregated as per age,  
as they can talk their topic of interest & their interest like

Men

Senior

Women

Youth

Kids

# ExNoRa FAMILY

Become a direct member of  
**ExNoRa Innovators International**  
and an outstanding Samaritan & crusader for  
Environmental Protection &  
Humanity Serving

You will have a  
prefix Exn & You  
will be called an  
**ExNoRa** Innovator

[Click here](#)

[BECOME A DIRECT](#)  
[MEMBER OF](#)  
**ExNoRa Innovators**  
**International**

# Agenda

**ExNoRa** MOTHER EARTH SALUTE.  
Hold your hands as if you are holding  
Mother Earth in your hand, with your  
eyes showing kindness to Mother Earth



[Click here](#)

[ExNoRa](#)  
[MOTHER EARTH](#)  
[SALUTE](#)

# Agenda

ExNoRa SIBLING TREE SALUTE

Hold your hands as if you are holding  
a young tree sapling



ExNoRa  
TREE SALUTE