ROSC Resource- Meeting Agendas

ROSC meetings should be purposeful, organized, and valuable for participants. A clear agenda provides structure, supports participation, keeps discussion focused, and documents decisions and next steps.

A meeting agenda outlines the topics, activities, reports, discussion items, and action steps planned for a meeting. It may also identify responsible individuals and estimated timeframes.

Why Use an Agenda?

1. Sets the Intention
An agenda communicates the meeting's purpose and desired outcomes, so participants understand why their time and input matter.

2. Encourages Participation
Sharing the agenda in advance gives participants time to review topics, prepare questions, gather information, and identify how they can contribute.

3. Creates a Roadmap
An agenda guides discussion, keeps the group on track, manages time, and ensures key topics are addressed. Estimated timeframes can help prioritize discussion.

4. Provides Documentation
When paired with meeting notes or minutes, the agenda records what was planned, discussed, decided, and assigned. These materials also help participants who could not attend stay informed.

5. Clarifies Responsibilities
Identifying presenters, facilitators, committee chairs, or others responsible for agenda items helps participants understand the meeting flow and arrive prepared.

Recommended Practice
Whenever possible, distribute the agenda 3–7 days before the meeting; one week is preferred. Send a reminder the day before or the morning of the meeting.

The Statewide ROSC Leadership Center is funded in full or in part through a State Opioid Response Grant (TI085769) to the Illinois Department of Human Services, Division of Behavioral Health and Recovery, from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. Updated 9/2026

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ROSC Agenda Checklist:

Before the Meeting

- ☐ Identify the meeting purpose and desired outcomes.
- ☐ Include priority topics, activities, reports, and action items.
- ☐ Identify presenters, facilitators, or responsible individuals.
- ☐ Include estimated timeframes when helpful.
- ☐ Distribute the agenda and meeting details at least 3 days before the meeting.
- ☐ Maintain a current email list of ROSC members, partners, stakeholders, and interested participants.
- ☐ Promote meetings through appropriate ROSC communication and social media channels.

During the Meeting

- ☐ Provide agendas for in-person participants.
- ☐ Display or share the agenda electronically for virtual and hybrid participants.
- ☐ Use the agenda to guide discussion and monitor time.
- ☐ Encourage productive discussion and redirect off-topic conversations as needed.
- ☐ Record decisions, action items, responsible individuals, and deadlines.

After the Meeting

- ☐ Use the agenda and meeting notes to document decisions and next steps.
- ☐ Distribute meeting minutes and follow up on assigned action items.

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SAMPLE: ROSC Meeting Agenda

Sample City ROSC Meeting Agenda
Date/Time: _____

1. **Welcome & Introductions**
   Welcome participants and invite them to share their name and agency or sector. Use a sign-in sheet or collect information through virtual chat. Consider a brief icebreaker.

2. **Speaker, Presentation, or Training**
   Include education that supports ROSC goals, such as recovery, prevention, harm reduction, naloxone, treatment, recovery housing, or community resources.

3. **Discussion, Brainstorming, or Community Priorities**
   Discuss a community need or ROSC priority through full-group discussion, small groups, breakout rooms, or brainstorming activities.

4. **Committee/Workgroup Reports**
   Provide brief updates on accomplishments, current activities, and next steps.

5. **5. Upcoming Events & Trainings**
   Share relevant local, state, and national events and trainings. Include links or flyers when appropriate.

6. **Group Sharing**
   Invite participants to share relevant events, resources, announcements, needs, or opportunities.

7. **Closing**
   Summarize decisions and action items, confirm responsibilities and deadlines, thank participants, and share the next meeting date.

ROSC Vision: _____
ROSC Mission: _____
Contact/social media: _____

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