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**DRAFT EMAIL FOR SCHEDULING AN ATHLETES’ COUNCIL MEETING**

*Customize the document header image and text*

*The template below provides a starting point for an email you could use to schedule an Athletes’ Council meeting. This task typically falls under the responsibility of the Secretary or Chair. Take advantage of helpful meeting schedule platforms like Doodle Poll or Calendly to schedule your meetings[[1]](#footnote-1).*

**To:** *Athletes’ Council Members*

**Subject:** *Upcoming Athletes’ Council Meeting*

Hey team,

I am looking to schedule the next meeting for the Athletes’ Council**. Please fill out the doodle poll below with your availability by [date]:**

Doodle poll: https:doodlepoll.com1

As a reminder, the action items from our last meeting were:

*1. [Action Item 1]*

*2. [Action Item 2]*

*3. [Action Item 3]*

 *­*

Attached you will find the agenda for our meeting.

Let me know if you have any questions!

Sincerely,

*[NAME]*

*[NSO] Athletes’ Council Secretary/Chair*

YOUR VOICE MATTERS

1. See this link for how to create a Doodle Poll: <https://doodle.com/make-a-poll>; or follow this link for a guide on Calendly: <https://calendly.com/>. [↑](#footnote-ref-1)