

SAMPLE: MEETING AGENDA

An agenda should be prepared by the President with input from the Executive Committee for each Chapter meeting. The agenda should be provided to all chapter members before the meeting.

Sample Business Meeting Agenda

Chapter, Date

- 7:00 I. Opening Ritual
- 7:03 II. Roll Call
- 7:05 III. Reading of Minutes from Previous Meeting
- 7:08 IV. Officer Reports
 - A. President
 - B. Vice President-Chapter Operations
 - C. Vice President-Finance
 - D. Vice President-Collegiate Relations
- 7:25 V. Committee Reports
 - A. Fundraising Chair
 - B. Professional Committee
 - C. Community Service Committee
 - D. Recruiting Committee
- 7:35 VI. Old Business (taken from minutes of last meeting; not called from the floor)
- 7:40 VII. New Business
- 7:45 VII. Announcements
- 7:50 VIII. Remarks for the good of the chapter
- 8:00 IX. Closing Ritual