

## **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