



Sample Meeting Agenda

(The items on the agenda below are meant as a sample outline only and all items may not be applicable to every chapter)

1. Call to Order
2. Approval of minutes of last meeting
3. Officers reports
 - a. President's report
 - b. Treasurer's report
4. Committee reports
 - a. Nominations
 - b. Finance
 - c. Special events committee (ie: Social meetings, golf tournament, etc)
 - d. Membership committee
5. Unfinished business
6. Announcements/Correspondence
7. New Business
8. Next Meeting Date
9. Adjournment