

SAMPLE BUSINESS AGENDA

Suggested Items for Chapter Membership Meeting Agenda

- I. Officer Roll Call
- II. Approve Minutes of previous meeting
- III. Reports of chapter officers
- IV. Reports of standing committees as identified by individual chapter's bylaws. (The chapter may determine that each committee does not need to report at each business meeting.)
- V. Special committee reports
- VI. Goals and objectives for the fiscal year
- VII. Budget for the fiscal year
- VIII. National organization communications
- IX. Items for action
- X. Delegation of responsibilities to officers/committees
- XI. Calendar review
- XII. Continuing education program
- XII. Next meeting date and proposed agenda