



Sample Meeting Agenda

Local _____ Date _____

- I. Call to Order
- II. Greeting
- III. Recognition of New Members/Visitors
- IV. Approval of Last Meeting's Minutes
- V. Chairperson's Report
 - a. Monthly status
 - b. Update on volunteer activities
 - c. Update on member assistance (e.g., sick, retiree)
- VI. Treasurer's Report
 - a. Budget overview
 - b. Record of receipts (e.g., refreshments, cards, etc.)
- VII. Old Business
 - a. Status of (e.g., Local Picnic)
 - b. Status of (e.g., outreach/recruitment event)
- VIII. New Business
 - a. Upcoming events
 - b. Other new business
- IX. Calendar
- X. Adjourn