Chapter Name

Agenda

Date

I. Call to Order

II. Roll Call

III. Minutes—secretary reads minutes of the previous meeting and membership approves

IV. Correspondence—secretary reads or reports on any correspondence received or sent

V. Reports

a) Treasurer

b) Advisor

c) Committees

VI. Old Business

VII. New Business

VIII. Program (optional depending on the type of meeting)

a) Presentations (speakers, films, demonstrations, panels)

b) Entertainment (skit)

IX. Closing Activity

a) Inspirational poems, stories, quotes

b) Refreshments and sharing time

c) Recite EdRising pledge