

SAMPLE AGENDA — ERA CHAPTER BOARD OF DIRECTORS MEETING

Date and Location

A G E N D A

- I. Call to Order — Time — (Chairman's Name)**
- II. Opening Business — (Chairman's Name)**
 - A. Roll Call — Determination of Quorum
 - B. Review of Minutes of Previous Board Meeting and Summary of Most Recent XCOM Meeting
- III. President's Report — (Name)**
 - A. Review of Recent/Upcoming XCOM Activities
 - B. Chapter Management Report — (Manager's Name)
 - C. Leadership Training: COLT Participation
- IV. Fiscal and Legal Report — (VP's Name)**
 - A. Review of Most Recent Financial Statement
 - B. Projections for Balance of Fiscal Year
 - C. Projected Budget Changes for Next Fiscal Year
- V. Programs and Education — (VP's Name)**
 - A. Review of This Year's Programs to Date
 - B. SIG Updates
 - C. Upcoming Programs, Seminars, etc.
 - D. Long-Range Program Plans
- VI. Membership — (VP's Name)**
 - A. Current Status and Recruitment/Retention Activities
 - B. Review of Current Member Services
 - C. Proposal(s) re: New Member Services
- VII. Communications — (VP's Name)**
 - A. Ongoing Chapter Communications
 - B. National Awards Program Nominations to be Considered (Chapter of the Year, Life Member, Honor)
- IX. National Delegate's Report — (Delegate's Name)**
- X. Finalization of Agenda**
- XI. Old Business**
 - A. Approval of XCOM Activities Since Last Board Meeting
 - B. Report re: Recent Trade Show(s) — (Name)
 - C. Update on DTAM Project — (Name)
 - D. _____
- XII. New Business**
 - A. Upcoming Trade Shows
 - B. Approval of Any Non-Budgeted Expenditures
 - C. _____
 - D. _____
- XIII. Date, Time and Place of Next Board and XCOMeetings**
- XIV. Adjournment — Time**

TIPS: To save time during the meeting, fax or e-mail agendas, financial reports and prior meeting minutes/summaries to all participants for their review in advance. Ask those presenting reports to bring any appropriate handouts.