

SAMPLE AGENDA - ERA CHAPTER EXECUTIVE COMMITTEE MEETING

Date and Location

A G E N D A

- I. Call to Order — Time — (President's Name)**
- II. Roll Call — Determination of Quorum**
- III. Review of Summary of Previous XCOM Meeting**
- IV. VP / Fiscal & Legal Report — (VP's Name)**
 - A. Review of Most Recent Financial Reports
 - B. Other Fiscal/Legal Business
- V. National Delegate Report — (Delegate's Name)**
- VI. Education & Programming — (VP's Name)**
 - A. Review of Recent Activities
 - B. Preview of Upcoming Programs, Seminars, etc.
- VII. Membership — (VP's Name)**
 - A. Status and Recruitment/Retention Efforts
 - B. Member Services Update
- VIII. Communications Update (incl. newsletters, program notices and awards) — (VP's Name)**
- IX. Old Business**
 - A. Golf Tournament Update — (Name)
 - B. Chapter Web Site Update — (Name)
 - C. DTAM Project Update — (Name)
 - D. _____
- X. New Business**
 - A. Next Trade Show — (Names)
 - B. New Projects — (Names)
 - C. _____
 - D. _____
- XI. Date, Time and Place of Next XCOM and Board Meetings**
- XII. Adjournment — Time**

TIPS: Fax or e-mail agendas to all participants ahead of time, and include the names of those responsible for each report or agenda item.