### SAMPLE AGENDA -ERA CHAPTER EXECUTIVE COMMITTEE MEETING

### Date and Location

### **AGENDA**

1. Call to Order -Time -(President's Name)
2. Roll Call -Determination of Quorum
3. Review of Summary of Previous XCOM Meeting VP/ Fiscal & Legal Report (VP's Name)
   1. Review of Most Recent Financial Reports
   2. Other Fiscal/Legal Business
4. National Delegate Report (Delegate's Name)
5. Education & Programming (VP's Name)
   1. Review of Recent Activities
   2. Preview of Upcoming Programs, Seminars, etc.
6. Membership (VP's Name)
   1. Status and Recruitment/Retention Efforts
   2. Member Services Update
7. Communications Update (incl. newsletters, program notices and awards) -(VP's Name)
8. Old Business
   1. Golf Tournament Update -(Name)
   2. Chapter Web Site Update -(Name)
   3. DTAM Project Update -(Name) D.
9. New Business
   1. Next Trade Show -(Names)
   2. New Projects -(Names)
10. Date, Time and Place of Next XCOM and Board Meetings Adjournment -Time