



**SAMPLE AGENDA -ERA CHAPTER EXECUTIVE COMMITTEE  
MEETING**

Date and Location

**AGENDA**

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