



**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