

# Meeting Agenda Form

Chapter Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person Presiding: \_\_\_\_\_ Leadership Position: \_\_\_\_\_

## **1. Opening Ceremony**

Type of Session:  Business Meeting     Work Session     Special Meeting/Program

Format:  In-Person     Virtual     Hybrid

Determination of Quorum/Attendance:  Roll Call     Sign In

Minutes:  Read     Distribute     Copies

## **2. Treasurer's Report**

## **3. Committee Reports**

Person scheduled to report: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **4. Unfinished Business:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **5. New Business:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **6. Program**

## **7. Announcements**

## **8. Closing Ceremony**

## **9. Adjournment**