



**SAMPLE Agenda**

**Chapter Name**

**Meeting Date**

Meeting called to order at:

Meeting called to order by:

Role Call:

Officers Present

Coordinator  
Deputy  
Coordinator  
Sgt. at Arms

Secretary

Treasurer

Committees:

Legislative  
Products  
Road Captain

Newsletter  
Membership

Secretary's Report

Treasurer's Report

Legislative Report

Membership Report

Other Reports

Old Business

- 1.
- 2.
- 3.

Unfinished Business

- 1.
- 2.
- 3.

Calendar of Events

Other Meeting Notes

Next Month's Meeting will be held on:

Motion to adjourn:

