



## GUIDELINES FOR SUBMITTING A TYPICAL CHAPTER MEETING AGENDA

- I. Call to Order
- II. Thank Host Manager and Club
- III. Introductions:
  - A. Chapter Members in Attendance
  - B. Host Club Officials
  - C. Guests
- IV. Remind Attendees to Sign the Register
- V. Officer Reports
  - A. Secretary's Report
  - B. Treasurer's Report
  - C. Vice President's Report
  - D. President's Report
    1. Communications
    2. Chapter Digest
- VI. Committee Reports
  - A. Membership
  - B. Legislative
  - C. Student Chapter Liaison
  - D. The Club Foundation
  - E. Public Relations
  - F. Bylaws
  - G. Education
  - H. Career Services
  - I. Premier Club Services
  - J. Wine Society
- VII. Old Business
- VIII. New Business
- IX. Closing Remarks and Announcements
- X. Adjournment

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Education Session