

**SAMPLE AGENDA - ERA CHAPTER BOARD OF DIRECTORS MEETING:**

**Date and Location**

**AGENDA**

* + 1. Call to Order -Time - (Chairman's Name)
    2. Opening Business - (Chairman's Name)
       1. Roll Call - Determination of Quorum
       2. Review of Minutes of Previous Board Meeting and Summary of Most Recent XCOM Meeting
    3. President's Report - (Name)
       1. Review of Recent/Upcoming XCOM Activities
       2. Chapter Management Report - (Manager's Name)
       3. Leadership Training: COLT Participation
    4. Fiscal and Legal Report - (VP's Name)
       1. Review of Most Recent Financial Statement
       2. Projections for Balance of Fiscal Year
       3. Projected Budget Changes for Next Fiscal Year
    5. Programs and Education - (VP's Name)
       1. Review of This Year's Programs to Date
       2. SIG Updates
       3. Upcoming Programs, Seminars, etc.
       4. Long-Range Program Plans
    6. Membership - (VP's Name)
       1. Current Status and Recruitment/Retention Activities
       2. Review of Current Member Services
       3. Proposal(s) re: New Member Services
    7. Communications - (VP's Name)
       1. Ongoing Chapter Communications
       2. National Awards Program Nominations to be Considered (Chapter of the Year, Life Member, Honor)
    8. National Delegate's Report - (Delegate's Name)
    9. Finalization of Agenda
    10. Old Business
        1. Approval of XCOM Activities Since Last Board Meeting
        2. Report re: Recent Trade Show(s) - (Name)
        3. Update on DTAM Project-(Name)
    11. New Business
        1. Upcoming Trade Shows
        2. Approval of Any Non-Budgeted Expenditures
    12. Date, Time and Place of Next Board and XCOM Meetings
    13. Adjournment - Time