

**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)
			4.
		11. New Business
			1. Upcoming Trade Shows
			2. Approval of Any Non-Budgeted Expenditures
			3.
			4.
		12. Date, Time and Place of Next Board and XCOM Meetings
		13. Adjournment - Time