

Sample Agendas

Chapter Meeting

1. Opening remarks from Executive Leadership Team
2. Report on action items from last Chapter meeting
3. Presentation of future items for the Chapter
4. Committee Reports
5. Assign action items
6. Discussion of selected Hot Topic or hold speaker presentation
7. Review of calendar to remind of next Chapter Meeting, Committee Meetings and upcoming events

Committee Meeting

1. Opening remarks from Committee Chair
2. Review of action items from last Committee Meeting
3. Subcommittee Reports
4. Executive Leadership Reports to review assistance and requirements for the committee
5. Presentation of future items for the Committee
 - a. Include suggestions from committee members for tasks and events to enhance the committee's involvement within the Chapter
6. Assign action items
7. Review of calendar to remind of next Committee Meetings and upcoming events

Executive Leadership Meeting

1. Opening remarks from President
2. President Report on overview of the chapter's success and involvement with PCMA
 - a. Include details from discussion with University
3. Executive Leadership positions report on committee progress
 - a. Include action items of the Executive Leadership team to support the committees
4. Develop agenda for next Chapter Meeting