



GEORGIA

STATE ASSOCIATION

Chapter Meeting Agenda

Date: _____

- Opening Ceremony
- Reading and Approval of Minutes
- Reports
 - Officers
 - Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Closing Ceremony
- Adjournment

Descriptions

Opening Ceremony: President (or presiding officer) leads the meeting with the Opening Ceremony

Reading and Approval of Minutes: Minutes from the last meeting are distributed and approved

Officer Reports: Each officer should have a report to share (e.g. the Treasurer would give the Financial report, the Vice President of Community Service would give the Community Service report)

Committee Reports: Any additional committees would give reports of items happening since the last meeting

Reports of Special Committees: Any special committees would give reports of items happening since the last meeting

Unfinished Business: Any unfinished business from last meeting will be discussed here

New Business: Any new business since last meeting will be discussed, special committees could be formed here (e.g. Homecoming Committee to determine ideas for the FCCLA booth, Fundraising Committee to discuss fundraising options for upcoming conferences/events)

Closing Ceremony: President (or presiding officer) closes the meeting with the Closing Ceremony

Adjournment: President (or presiding officer) adjourns the meeting