



## ALUMNAE CHAPTER MEETING AGENDA TEMPLATE

**Alumnae Chapter Name:**

**Date:**

**Meeting Location:**

1. Call to order
2. Roll/attendance
3. Approval/changes to prior meeting minutes
4. Announcements
  - a.
5. President's report
  - a.
6. Vice president's report
  - a.
7. Treasurer's report
  - a.
8. *Additional officer reports, if applicable*
  - a.
9. Committee reports
  - a.
10. Old business
  - a.
11. New business
  - a.
12. Adjournment