Sample Meeting Agenda

1. President calls meeting to order and welcomes members to the meeting
2. Recite the Tri-M Loyalty Song
3. Roll Call
4. (For the first few meetings, or when new members are inducted): Advisor welcomes new members and reminds students of their requirements for membership
   a. This includes meeting participation, service project hour requirements, GPA requirements, etc.
5. Vice President recites the current meeting agenda
   a. Calls for motion to approve
6. Secretary reviews the minutes from the last meeting
7. Treasurer’s Report
   a. Report last meeting’s balance
   b. Report any income from fundraisers and service projects
   c. Report updated balance from reported income
   d. Report any proposed expenses (e.g. materials for service project, chapter supplies)
   e. Motion to approve expenses
   f. Report approved remaining balance
8. Review upcoming events/projects
   a. What tasks have we completed?
   b. What tasks still need to be done?
   c. Does anyone need help completing their assignment?
9. Discuss old business
   a. Previous service project/fundraiser
      i. What went well?
      ii. What can we improve on?
      iii. What is our personal take-away from this experience? (share stories)
10. Discuss new business
    a. Propose/Plan new service project/fundraiser
       i. Discuss how this project will benefit the school/community/chapter
       ii. Make outline of how chapter will execute this project
       iii. Assign tasks
11. Open discussion for questions/comments from members
12. President adjourns meeting