

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