

Sample Agenda
Executive Committee Meeting
Branch XXX
Date:

Big Sir

- Welcome those in attendance
- Introduce guests
- Opening remarks

Secretary

- Verify quorum
- Present minutes of previous meeting for approval

Treasurer

- Present Treasurer's report and new expenses for approval

Big Sir Report

- Correspondence
- Report on items of current importance

Little Sir Report

- Report on luncheon speakers scheduled
- Report on other activities of the Little Sir

Committee Reports

- Review the current Form 27

- Membership Chairman

- Introduce applicants and sponsors if present (Pronounce names correctly)

- Make motion to accept applicants for membership

- New Member Recruitment Chairman

- Report on progress towards reaching goals for new member recruitment

- Make recommendations for future recruitment efforts

- Attendance Chairman

- Report on progress towards reaching luncheon attendance goal

- Make recommendations for improving luncheon attendance

- Activities Chairman

- Report on member participation in Activities

- Make recommendations for new activities

- Other Committee Chairmen

Old Business

New Business

Anything for the good of the order

Announce date of next meeting

Remind those in attendance to bring a guest to the next luncheon meeting

Adjourn

Revised 11/20/2010 Jim Stedman/DJS