Sisters in the Brotherhood Meeting Sample Agenda

Local ___________ Date ______________

I. Call to Order
II. Greeting
III. Recognition of New Members/Visitors
IV. Approval of Last Meeting’s Minutes
V. Chairperson’s Report
   a. Monthly status
   b. Update on volunteer activities
   c. Update on member assistance (e.g., sick, retiree)
VI. Treasurer’s Report
   a. Budget overview
   b. Record of receipts (e.g., refreshments, cards, etc.)
VII. Old Business
   a. Status of (e.g., Local Picnic)
   b. Status of (e.g., outreach/recruitment event)
VIII. New Business
   a. Upcoming events
   b. Other new business
IX. Calendar
X. Adjourn