

APPENDIX K

SAMPLE AGENDA FOR MEETINGS or CONFERENCES



AGENDA – DATE: _____

Call to order: Time:
Official Prayer:
Pledge of Allegiance:
Roll call of Officers (Secretary):
Introduction of Guests (Commander):
Conference Rules (Chairwoman):
Approval of the Agenda:
Reading of Minutes/Approval:
Treasurer’s Report:
Officers Reports for the Local, State, and National:
 Commander:
 Chairwoman:
 Youth Chair:
Committee Reports:
Unfinished Business:
 a.
 b.
New Business:
 a.
 b.
Announcements:
Good and Welfare:
Closing Prayer:
Motion to Adjournment: Time: