

Example Chapter Officer Meeting Tuesday, February 5th

I. Call to Order – President

II. Procedural Items

A. Roll Call – President

1. All officers in attendance

III. Reading and Approval of Minutes

IV. Reports of offices, boards, and standing committees

A. Vice President report (POW)– Vice President

1. Program of work (due date coming up)
2. Committees (meeting report)
3. Will have another meeting next week
4. Will be done on time

B. Vice President report (Scrapbook)– Vice President

1. Scrapbook (due date)
2. Gathering photos, reports, and videos for Program of Work
3. Finishing the slideshow for Friday

C. Treasurer’s report – Treasurer

1. SLC (any deposits yet)
2. Counted Gertrude Hawke money

D. Community Service Director – Community Service Director

1. Community Service Project plan, upcoming visits to Coachmen
2. Started competition (report deadline)
 - a) Set up a book drive at the local library
 - (1) Almost full at the library, might add another box
 - b) Program of work coordination
 - (1) Went to their event
 - c) Received 200 books from SDM

E. Recording Secretary – Secretary

1. All good

F. Recruitment officer/ Social Media Director– Social Media Director

1. See who's coming to SLC
2. Competition signups

G. Correspondence Secretary's report – Correspondence Secretary

1. SDM went well

H. Historian – Historian

1. Scrapbook
 - a) Needs to upload pictures
 - b) Guest speaker come in

I. Reporter – Reporter

1. Will write the SDM article tonight

V. Unfinished Business

A. Tinkering Night

1. Various members enjoyed volunteering at Central

B. FBLA PBL Week

1. Webinar
2. Secretary and Treasurer wearing business clothes (business shirt)

VI. New Business

A. Plan meeting

1. Date: 2/5- practice interview-mention some questions, have students answer, Reporter talk about Job Interview
2. FBLA-PBL week photos

VII. Announcements

A. FBLA-PBL

1. Assigned people

VIII. Adjournment – President