

Suggested Order of Business

1. SkillsUSA OPENING CEREMONY

- A. Call to order (president)
- B. Thought of the day
- C. Opening ceremony
- D. Pledge of Allegiance

2. ROLL CALL AND READING OF THE PREVIOUS MEETING'S MINUTES (SECRETARY)

3. READING OR SUMMARIZATION OF IMPORTANT CORRESPONDENCE (SECRETARY)

4. REPORTS

- A. Officers
- B. Standing Committees
- C. Ad Hoc Committees

5. BUSINESS

- A. Unfinished business
- B. New business

6. ANNOUNCEMENTS

7. PROGRAM

- A. The program could be a guest speaker, an education video, activity, demonstration, or the presentation of honors and awards

8. CEREMONIES

- A. New Member Introductions and Initiation
- B. Installation of officers

9. SkillsUSA CLOSING CEREMONY

10. ENTERTAINMENT

- A. Opportunity to enjoy refreshments and socialize
- B. Planned entertainment

For more information on how to plan effective meetings, refer to “Leveraging Your Leadership with Effective Chapter Meetings,” available to order at www.skillsusa.org/store/.