



# CHAPTER MEETING

## Quick Tips

### Before the Meeting

#### Ask yourself:

- What's the goal (Plan? Vote? Celebrate?)
- Who's coming? (Officers? Members? Guests?)
- When & Where? (Pick a regular day/time & book the space)
- What do you need?
  - ☒ Agenda
  - ☒ Projector/slides
  - ☒ Music
  - ☒ Snacks



### Sample Agenda (Keep it Simple!)

#### 1. Start the Meeting

- Gavel: 2 taps = Let's go!
- Pledge or Welcome

#### 2. Icebreaker Time! Quick and fun! Try:

- Would you Rather?
- 2 Truths & a Lie
- Emoji check-in

#### 3. Roll Call

- Secretary: "Who's here?"

#### 4. Old Business

- Stuff we didn't finish last time

#### 5. Officer & Committee Updates (if needed)

- Treasurer: How's our budget?
- Committees: What's going on?

#### 6. New Business

- New ideas/motions
- Example: "I move we host a fundraiser!"

#### 7. Announcements

- Upcoming events, deadlines, shoutouts

#### 8. Activity or Guest

- Fun time! Game, speaker, or hands-on demo

#### 9. Closing

- Quick recap
- Gavel: 1 tap = Meeting Adjourned!



## Meeting Tips

- Bring energy (music? snacks?)
- Follow the agenda
- Keep it short + fun
- Let everyone speak
- Celebrate wins!