

SAMPLE BOARD MEETING AGENDA

Note: Modified from the AICI New York Tri-State Chapter template

____th Board Meeting

Board Term: 2009 - 2010

Date

Time

Location

Attendees:

Preparation:

Items to bring:

6:00 – 6:15 pm	Welcome & Refreshments	Notes
6:15 – 6:30 pm	Call meeting to order Attendance Approval or changes to Board Meeting minutes Minutes approved and seconded by _____	
6:30 – 6:45 pm	New Business Discussion of Tasks/Responsibilities	
6:45 – 8:30 pm	Chapter Reports/Open Issues President-Elect VP Communications VP Marketing VP Programs VP Membership Treasurer Secretary VP Education Immediate Past President President	
8:30 pm	Adjourn	

Sample Agenda Format For Board Meeting

Ian Pickup



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