pcma Students

# Sample Agendas

**General Chapter Meeting**

1. Opening remarks from Executive Board
2. Report on action items from last Chapter meeting
3. Presentation of future items for the Chapter (upcoming events, how to get involved etc.)
4. Committee Reports - dedicate a time for active committees to present any necessary updates.
5. Assign action items to members
6. Discussion of selected Hot Topic or hold speaker presentation
7. Review of calendar to remind of next Chapter Meeting, Committee Meetings and upcoming events

**Committee Meeting**

1. Opening remarks from Committee Chair
2. Review of action items from last Committee Meeting
3. Subcommittee Reports
4. Executive Leadership Reports to review assistance and requirements for the committee
5. Presentation of future items for the Committee
    a. Include suggestions from committee members for tasks and events to enhance the committee's involvement within the Chapter
6. Assign action items
7. Review of calendar to remind of next Committee Meetings and upcoming events

**Executive Leadership Meeting**

1. Opening remarks from President
2. President Report on overview of the chapter's success and involvement with PCMA
    a. Include details from discussion with University
3. Executive board members report on their progress
    a. Include action items of the Executive board to support the committees
4. Develop agenda for next Chapter Meeting