

November Chapter Meeting Agenda

[Enter Chapter Name] | [Enter Date] | [Enter Time of Meeting]

[X:XX -X:XX] 15 Mins	Welcome & Team Building Led by: ENTER NAME <ul style="list-style-type: none"> Team Building Activity Update on follow-ups from October's meeting [if any]
[X:XX -X:XX] 20 Mins	Planning a Successful Recruitment Led by: ENTER NAME <ul style="list-style-type: none"> Review and finalize application OR decide to use the National Office application [email chapters@mortarboard.org] Plan Dates: <ul style="list-style-type: none"> Selection Meeting: Tabling & Info Session Events for Prospective Members Nominations Outreach Outreach Plan <ul style="list-style-type: none"> Eligibility email & reminder Brainstorm & delegate each member to reach out to 3-5 clubs/groups on campus
[X:XX -X:XX] 20 Mins	On the Topic of Belonging -- Guest Speaker Led by: ENTER NAME <ul style="list-style-type: none"> [IF you have a guest speaker, add a short bio & their relationship with Mortar Board.] [IF you do not have a guest speaker, here are possible topics for professional development topics]
[X:XX -X:XX] 5 Mins	Closing Out the Meeting Led by: ENTER NAME <ul style="list-style-type: none"> Questions, comments, thoughts? Brief Outline of the remainder of Fall Semester & Important Dates Next Meeting: [enter in date & location] Adjournment
Important Dates & Notes	Nov. 15 – <i>Graduate Fellowship Applications Open</i> Jan. 26 – <i>Special National Conference (1 delegate REQUIRED to attend)</i> February 9-15 – <i>Mortar Board Week (February 15, Happy 108th Birthday MB)</i>

My Action Items: