

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] <p>Adjournment</p>
<i>Important Dates & Notes</i>	Nov. 15 – Graduate Fellowship Applications Open Jan. 26 – Special National Conference (1 delegate REQUIRED to attend) February 9-15 – Mortar Board Week (February 15, Happy 108 th Birthday MB)

My Action Items: