



October 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 September's meeting [if any]
[x:xx -x:xx] 10 Mins	Campus Visibility Check-In & Spring Recruitment Led by: [ENTER NAME] <ul style="list-style-type: none">• How did we do in September?• Next Month's Event Overview/Calendar<ul style="list-style-type: none">○ Ideas or any events members know of that aren't on our radar?• Recruitment<ul style="list-style-type: none">○ What are some creative ways we can draw positive attention to our chapter to make it an organization others want to join?○ Ideas for connections/relationships we can build to be ready for Spring selection?
[x:xx -x:xx] 10 Mins	Week of Service [October 20-26] Led by: [ENTER NAME] <ul style="list-style-type: none">• Who will take the lead?• Plan out events / ideas<ul style="list-style-type: none">○ Delegate tasks and set deadlines• Promotion: sharing on social media, sharing on campus
[x:xx -x:xx] 20 Mins	Professional Development / 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
<i>Important Dates & Notes</i>	October 20-26 th – National Week of Service Nov. 15 – Graduate Fellowship Applications Open Jan. 26 – Special National Conference (1 delegate REQUIRED to attend)

My Action Items: