



**DBE: A British and Commonwealth of Nations Women's Organization  
Chapter Meeting Sample Agenda**

**Agenda of \_\_\_\_\_ Chapter Meeting to be held on \_\_\_\_\_**

1. Call to Order / Invocation & Motto “Not Ourselves But The Cause” / Welcome & Introduction of Guests
2. Review apologies for member absences
3. Approve previous month’s meeting Minutes (emailed electronically)
4. Approve Treasurer’s Reports (provided by Treasurer)
5. Officer / Committee Reports
6. Review of State, National and Home Minutes and Newsletters (emailed electronically)
7. Review of Correspondence received and sent
8. Old Business
  - a. Fundraising report
  - b. Update on chapter goals
  - c. Advertising/Marketing
9. New Business
  - a. New fundraising ideas
  - b. Membership promotion
10. Other Business from members
11. Announcements (including date of next meeting)
12. Adjournment