

THE QUESTERS - A SUGGESTED CHAPTER AGENDA

Rev. 4/06

<i>(Chapter Name)</i>	<i>(Chapter Number)</i>	<i>Date</i>
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CALL CHAPTER MEETING TO ORDER:

- a. Thank you to host/hostess _____
- b. Welcome and introduction of any special guests, speakers, etc.

MINUTES OF PREVIOUS MEETING: DATE: _____

- a. To be read by secretary
- b. Call for any additions or corrections
- c. President declares that the minutes are approved as read or corrected.

TREASURER'S REPORT:

- a. List of receipts and disbursements and balance on hand
- b. State: "The Treasurer's Report is filed for audit".

CORRESPONDENCE RECEIVED:

President or Secretary to read; take action if necessary

- a. _____
- b. _____

REPORTS FROM CHAIRMEN:

Parliamentarian, Program, Bylaws, Preservation and Restoration, Nominating Committee, Historian, Budget Committee, Other

UNFINISHED BUSINESS:

- a. _____
- b. _____

NEW BUSINESS:

- a. _____
- b. _____

ANNOUNCEMENTS:

- a. Next Meeting: _____
- b. Upcoming State/Provincial Meeting: _____

ADJOURN: *State that the meeting is adjourned.*