

Appendix III: Sample Agenda for Chapter Meeting

**BPA Chapter Meeting Agenda September 9, 2021**

**4:00 p.m. ET**

Call to Order President

Roll Call Secretary

Approval of previous meeting minutes Secretary

Welcome Local Advisor

Chapter Financial Report Treasurer

Other Chapter Officer Reports Various

Committee Reports Chairperson

* Social Media
* Fundraising
* Scholarships

Any Unfinished Business President

* Local Chapter Dues Increase

New Business President

* Assign volunteers to work concessions at home athletic events

Schedule Next Meeting Local Advisor

Adjournment President

To download a Microsoft Word or PDF version visit: members.bpa.org

**Chapter Handbook Appendix III**