



## **Sisters in the Brotherhood Meeting Sample Agenda**

**Local** \_\_\_\_\_ **Date** \_\_\_\_\_

- I. Call to Order
- II. Greeting
- III. Recognition of New Members/Visitors
- IV. Approval of Last Meeting's Minutes
- V. Chairperson's Report
  - a. Monthly status
  - b. Update on volunteer activities
  - c. Update on member assistance (e.g., sick, retiree)
- VI. Treasurer's Report
  - a. Budget overview
  - b. Record of receipts (e.g., refreshments, cards, etc.)
- VII. Old Business
  - a. Status of (e.g., Local Picnic)
  - b. Status of (e.g., outreach/recruitment event)
- VIII. New Business
  - a. Upcoming events
  - b. Other new business
- IX. Calendar
- X. Adjourn