# Iowa Department of Educationwith Iowa Department of Education LogoSample Agenda

## Iowa High School CTSO

## Chapter Meeting

## [Day, Date, Year]

1. Call to Order - [chapter president]
2. Member Roll Call - [chapter secretary]
3. Approval of Agenda - [chapter president]
4. Reading of the Minutes - [chapter secretary]
5. Treasurer’s Report - [chapter treasurer]
6. Other Officer Reports – [respective officer]
7. Committee Reports
   1. [fundraising]
   2. [community service]
8. Unfinished Business – [brought back from the table/previous meeting]
9. New Business – [brought by motion originator]
10. Chapter Leadership Activity or Guest Speaker
11. Date of Next Meeting – [chapter president]
12. Adjournment