

Chapter Meeting Checklist

Meeting Setup:

- _____ Arrive 30 minutes early for setup
- _____ Chapter gavel, American & California flags
- _____ ACSS banner or signage
- _____ Resource binder (including Bylaws & Policy File)
- _____ ACSS materials displayed:
 - magazine
 - benefit books
 - pocket calendars & pens
 - handouts: Bill of Rights, What is ACSS?, recruiting contest, Road Through Probation, membership applications, etc.
- _____ Raffle prizes?
- _____ Podium? Speaker system?

Business Meeting:

- _____ Meeting agenda (enough for all attendees)
- _____ Meeting sign-in sheet (send with dinner expense form)
- _____ Introductions (any new members or nonmembers present?)
- _____ President's report (written or verbal)
- _____ Treasurer's report (written or verbal)
- _____ Speaker(s)/presentation? (confirm attendance, time and length of time for presentation)

After Meeting:

- _____ Prepare meeting minutes for approval at the next chapter meeting and file a copy along with the meeting agenda
- _____ Submit a copy of the meeting minutes approved by the membership to ACSS communications to be posted on the ACSS Web site and forward a copy to chapter finance
- _____ Submit a chapter expense claim form for any incurred expenses
- _____ Update Bonnie Morris with issues involving the Strategic Plan
- _____ Follow up on any remaining issues from the meeting