

XYZ CHAPTER MEETING: APRIL 25, 2019 – 11:30AM

Chapter Officers:

President:

Vice President:

Secretary:

Past President:

Chapter Membership Liaison:

Chapter Education Liaison:

Meeting Location:

Place

Address

Address

City, State zip

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- 1) Call to Order
 - 2) Thank you and recognize Industry Sponsors and Sustaining Members
 - 3) Roll call of Chapter Officers and Attendee Introductions
 - 4) Review, Discussion & Approval of Meeting Minutes
 - 5) Recognitions of new Chapter members since the last meeting
 - 6) Guest Speaker, Panel, or Education Program
Details regarding event and/or presentation info
 - 7) Old Business
 - 8) New Business & Next meeting announcement
 - 9) Adjournment

**Standard CJE Chapter
Meeting Format**