

Kappa Phi Delta Chapter Meeting

Sample

Chair	Dates	Announcements
President		
Recruitment		
Pledge Education		
Treasurer		
Secretary		
Resident Advisor		
Greek Council Jr		
Formal		
Social		
Scholarship		
Women's Appreciation		
Risk Management		
Sigma Chi		
Historian		
Greek Week		
Sisterhood		
Alumni Relations		
Kitchen Manager		
House Manager		

Business Agenda

Time	Chair	Discussion
		Read Dates/Announcements, Questions (5 min)
9:15-9:25	President	Guest Speaker (5 min)
9:25-9:30	Pledge Ed	Forum (10 min)
9:30-9:35	Treasurer	Sisterhood Buddy Program (5 min)
		Payment Options (5 minutes)
9:35-9:40	Secretary	Attendance (2 min)
9:40-9:45	RA	Electronics (3 min)
9:45-9:47	Sigma Chi	Cleanliness/chores (5 min)
		Fundraiser (2 min)
9:47-9:55	Sisterhood	Retreat Info (1 min)
		Sisterhood Activity (7 min)

Announcements/Non-Business:

- RA: Sister of the Week!
- Scholarship: Brag to Me!
-