

**National Speakers Association - \_\_\_\_\_ Chapter**

**(DATE) Board Agenda / Minutes**

*Mission: NSA-\_\_\_\_\_ exists to support NSA members through advanced professional development, camaraderie, and networking.*

<b>DATE OF MEETING:</b>	<b>LOCATION OF MEETING:</b>
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<b>MEMBERS PRESENT:</b> President: President-Elect: Immediate Past President: Secretary: Director of Finance: Director of Membership: Director of Marketing: Director of Programming: Director at Large: Director at Large:
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<b>MEMBERS ABSENT:</b>
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<b>PAST-PRESIDENTS PRESENT (Other than on Board):</b>
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<b>VISITORS PRESENT FOR COMMITTEE REPORTS:</b>
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<b>NEXT MEETING:</b>
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ITEM / ISSUES	DECISION / CONCLUSION	FOLLOW-UP / MOTIONS / ACTIONS / RECOMMENDATIONS	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
Call to Order: <b>(TIME)</b>				
Review and Approval of Secretary's Minutes from <b>(DATE)</b> <i>See attached.</i>				

<b>Information / Updates:</b> <b>Time allotted: 15-30 minutes</b> for the following Director Reports
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<b>(NAME of) Committee Report</b> <i>See attached.</i>				
<b>President's Report</b> <i>See attached.</i>				

Pres-Elect's Report <i>See attached.</i>				
Financial Report <i>See attached.</i>				
Marketing Report <i>See attached.</i>				
Membership Report <i>See attached.</i>				
Programming Report <i>See attached.</i>				

**Old Business:**

**Time allotted: 30 minutes**  
(Review of action items and tabled items from last meeting.)

ITEM / ISSUES	DECISION / CONCLUSION	FOLLOW-UP / MOTIONS / ACTIONS / RECOMMENDATIONS	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
Action Item 1: <i>Update on:</i>				
Action Item 2: <i>Update on:</i>				
Action Item 3: <i>Update on:</i>				
Action Item 4: <i>Update on:</i>				

**NEW Business:**

**Time allotted: 60- 90 minutes**  
(Strategic Planning and Professional Development of Chapter. Items in Study are for open discussion.)

ITEM / ISSUES	DECISION / CONCLUSION	FOLLOW-UP / MOTIONS / ACTIONS / RECOMMENDATIONS	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
Study Item 1: <i>Topic:</i>				
Study Item 2:				

Topic:				
Study Item 3:				
Topic:				
<b>Action Items Review:</b>				
Time allotted: 5 minutes (Items that require decisions. Only items that have been on previous agendas or considered prudent and sufficiently studied by the Board will have action taken.)				
ITEM / ISSUES	DECISION / CONCLUSION	FOLLOW-UP / MOTIONS / ACTIONS / RECOMMENDATIONS	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
Action Item #1:				
Action Item #2:				
Action Item #3:				
Action Item #4:				
Action Item #5:				
Adjournment of Meeting: (TIME)				

## Sample Chapter Board Meeting Packet

**NOTE:**

*This process will allow board members to come to meeting informed of topics, will allow for timeliness of meeting, and will allow for use of a consent agenda if desired.*

*Individual board members, directors, and committee chairs will need to email their monthly report to the President 1 week before board meeting. The President will combine the reports into one electronic packet and email out to board members no less than 5 days in advance of board meeting.*

1. Agenda
2. Minutes from last meeting
3. President's Report
4. Director of Finance Report
5. Director of Membership Report
6. Director of Marketing Report
7. Committee Reports