



Weekly Recruitment Committee Meeting Agenda

DATE

- Opening
- Roll call
- Review notes/minutes from last recruitment committee meeting
- Updates to the MPL
 - Adding/removing names
 - Updating personal information
 - Discussing level of interest
 - Last contact and next steps
 - Assigning prospects to committee/chapter members
- Upcoming chapter events/functions
 - Things the chapter is already doing (LEAD, service/philanthropy, athletics, etc.)
 - How upcoming events can be used for recruitment
 - Which prospects to invite
 - How to get prospects at event
- Review of the Year-Round Recruitment Plan
 - Review and update recruitment committee goals
 - Upcoming recruitment events (events planned specifically for recruitment)
 - Review recruitment budget and expenditures, adjust as necessary
- Prepare report for chapter meeting
- Review action items for all committee members
- Closing