

Alumni Advisory Board Meeting Agenda

I. Call to Order

- Roll call
- Reading and approval of minutes from last meeting (Minutes of the meeting should be sent to each Alumni Advisory Board Member and undergraduate officer following each meeting.)

II. Alumni Advisory Board Member Reports

- Reports from each Board Member should be approximately 5 minutes or less and should cover pertinent issues of the office as they pertain to the chapter or Board, concerns or issues with the particular office or officer, and highlights of the officer or his area.

Chairman of the Board

- Should review the Alumni Advisory Board notebook from chapter meetings and discuss issues that either need further clarification or should be shared with the Board.
- Report on any issues relevant to the Board, along with communications with alumni, the university, and Headquarters.

Financial Advisor

- Report on and review the undergraduate budget, accounts receivable, and facility issues.

Alumni Relations Advisor

- Report on the alumni newsletter, communications, planning for upcoming alumni events, and fund raising.

Candidate Education/LEAD Advisor

- Report on his perspective regarding Candidate Education status and any upcoming events.
- Report on the Candidates progress through LEAD, Phase I.

Recruitment Advisor

- Report on his perspective regarding on-going chapter recruitment process and any upcoming events.

Social/Risk Management Advisor:

- Report on his perspective regarding on-going chapter risk reduction/management issues and any upcoming social events.

Faculty Advisor

- Report on pertinent information dealing with university and undergraduate status.

III. Additional advisor reports: (As needed)

IV. Undergraduate Officer Reports

Commander
Lt. Commander
Treasurer
Recorder
Marshal
LEAD Chairman
Alumni Relations Chairman
Recruitment Chairman
Social Chairman
Scholarship Chairman
Community Service Chairman

V. Old Business

VI. New Business

VII. General Discussion

Any general issues not relating to a specific office or another office/chapter function should be discussed here. A plan of action should be discussed to address the issue.

VIII. Review of Next 90 Days (see operating calendar)

IX. Confirm Next Meeting

X. Adjournment