**Local Meeting Agenda**

This is an agenda from an actual chapter meeting. To customize it, replace the logo in the upper right hand corner, and change all of the agenda items, committees and descriptions to match your own chapter events.

A meeting agenda is important for setting the meeting tone, identifying topics for discussion, and keeping everyone focused to achieve the purpose. A professional agenda will add credibility to your organization and offer a way to communicate the purpose of the meeting and ultimately achieve your goals.

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| **JCI Logo CMYK-MedJCI *(afdeling)***  **Agenda** *(Provide Meeting Date, Time and Location)* | |
| ***Facebook:*** *(Provide facebook link)*  ***Twitter:*** *(Provide Twitter Handle)*  ***Website:*** *(Provide Website Link)* | |
| **JCI Mission:**  *To provide development opportunities that empower young people to create positive change* | | |
| **PROPOSED AGENDA**  **6:00 Welcome – State Mission**  **6:03 Quorum**  **6:05 Adoption of the Agenda**  **6:07 Chairperson’s Opening Remarks** *(State purpose of the meeting)*  **6:10 Treasurer’s Report**  **6:15 Committee Reports**   * Project Impact 100 Committee * *Nothing But Nets* Committee * 100th Anniversary Committee   **6:40 Old Business**   * Chamber of Commerce Partnership Update   **6:45 New Business**   * MY World Survey in Community   **6:50 Upcoming Events and Meetings Review**  **6:58 Closing and Adjournment** | **Upcoming JCI *(Name of Local Organization)* Events**  **Name of Event**  Date and Time  Location  *Summary*  **Upcoming National/International Events**  **JCI World Congress in Leipzig, Germany**  November 24 – 29, 2014  Leipzig, Germany  *The JCI World Congress is an opportunity for JCI members from across the globe to come together for development opportunities that will inspire and enable them to create positive change in their local community!*  **COMMITTEE INFO & NEXT MEETINGS**  **The next JCI *(Name of Local Organization)* generalmembership meeting will be on (Date) at (Time) at (Location).**  The following are committee meetings and information: | |