

The Committee meeting is a great time to work on tray favors for the local hospital, craft items for the Chapter's annual bazaar or various other projects the committee may want to pursue during the year. This might be a great night for your committee to assist with Community Service projects either before or after the meeting.

**For example:** If your committee sponsors a Girl Scout troop, the members may want to meet with the Girl Scouts prior to your committee meeting and assist them with their badge requirements.

If your committee provides lap robes for Moosehaven Residents or a local nursing center, the committee members could work on them after your committee meeting.

**Note:** Refer to the Committee Chairmen's Pamphlets (found at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose) for further information regarding Committee Meetings and an agenda to be followed.

## ***Monthly Board Of Officers' meeting***

(See example of proper minutes in the **Minutes of Meetings** section of this book.)

### **Agenda**

1. Meeting called to order by Senior Regent
2. Proposals presented
3. Discussion on proposals
4. Proposals voted on by Board of Officers
5. Bills to be presented for approval by Chapter
6. Review of report of the Applications Review Committee  
(Applications are not written in Board of Officers' meeting minutes)
7. Unfinished business
8. New business
9. Review "Checklist for A Successful Year" as well as "Treasurer's Checklist"
10. Adjournment

The Board of Officers shall, at all times, keep an open line of communication with each other and work together as a **team** for the good of the Chapter. Present a united front – set aside any personal differences.

There shall be no drinking of alcoholic beverages at the Board of Officers' meeting as it is considered the same as a Chapter meeting.

The Chapter shall be notified of the date, time and place of the regular monthly Board of Officers' meetings.

The regularly scheduled Board of Officers' meeting shall be held at a time and place that is convenient for all. It may be held immediately prior to the Welcome Reception for new members at the Chapter Meeting, following the Chapter Meeting, or on a separate night.

Additional Board of Officers' meetings may be scheduled when necessary without prior notification to the Chapter. All members of the Board of Officers shall be notified of emergency (or additional) Board of Officers' meetings or the meeting is declared null and void.