



Executive Member Responsible for doing this:	** This checklist provides examples of ideas to run a successful meeting. Tailor it to meet the needs of your own chapter.	Completed	Notes
	Pre Chapter Meeting Checklist:		
Program Coordinator	Contact Guest speaker with the following information (2 weeks before meeting)		
	1. Date of Talk & Time to arrive & set up:		
	6:15-7:00 Guest/New Member Orientation 6:30-7:00 pm: Registration & Networking 7:00-7:30 pm: POC announcements! 7:30-8:30 pm: Speaker Presentation 8:30-9:00 pm: Networking & Clean Up		
	2. Location:		
	3. Parking Info:		
	4. Ask for the following:		
	Bio/Presentation Write Up/Handouts		
	Room Requirements –Set Up & A/V		
	Venue Contact name and phone number:		
	Program Coordinator name and phone:		
	Room/AV Requirements: Default is U- Shape tables set up: 1 table for registration 1 table for refreshments 1 table for resources or library		

Program Coordinator or Communications	Create Meeting Announcement (1 month-3 weeks before meeting) using speaker's bio and information and have at least one person review for errors		
	Send Meeting Announcement: Email to members & guests (2 weeks prior to meeting)		
	Website Meeting Update: Update POC website as soon as created by sending to: chapter-updates@organizersincanada.com		
	Collect RSVPs 2-3 days before meeting and send count to Program Coordinator to update speaker with numbers - add 5 plus or minus if they need to account for handouts		
	Send/Write/Buy Thank you card and Gift to Guest		
	Chapter Meeting Day Checklist: *arrive 15-30 minutes early for set up*		
	Food/Beverages:		
	Coffee-Decaf/Snacks		
	Tea/Kettle		
	Volunteer needed for Resource Table Set Up:		
	Resource List		
	Job Shadow List		
	Associate/Sponsor List		
	In the Media Binder		
	Bring Rubbermaid container with signs & binders for table		
	Chapter Meeting Day		
	Front/Registration Table:		
	Labels and felt pens for name tags		
	RSVP & Guest/Member list update		
	Registration Table Handouts and Speaker Evaluations to be available		

	Receipt book /Float for collecting money from guest fees		
	Speaker Evaluation – hand out and collect		
Membership/ Volunteer Coordinator	Playing Host on Meeting Day to Guests or Newcomers Role:		
	Escort Guests and Newcomers into room, show resource table and introduce to a few members. Be available and open to talk to Members and Guests		
	Conduct Guest/Newcomer Orientation		
	Welcome guest speaker, help set up, etc.		
Chair or Programming	Standard Agenda Meeting Announcements: • Thank you to Volunteers • Ask for more Volunteers • Invite all to an Executive meeting as Observer • Introduction of Executive • Highlight the Resource Table • Announce upcoming meeting • Remind them of Meeting Evaluation Sheet that needs to be completed before they leave • Introduce Guest Speak • Closing: Thank you gift to Speaker • Reminder about Evaluation Form		
Treasurer	Reimbursements/Deposits: everyone to hand in to treasurer		
Executive	Clean Up & Check supplies		
	Post Executive Meeting Checklist:		
Secretary	Executive Minutes: send to executive 2 days after Executive Meeting		
Programming Info/Data	Evaluations: summarize and send to speaker and executive by next executive meeting date		

	Electronically update resource list		
	Update library/binders		
Membership/ Volunteer	Collect member names and update		
Treasurer	Update books & pay venue fees		