



Meeting Check List

CHECK	ITEMS
	We hold meetings at least three times a semester.
	We advertise our meeting times and locations.
	We have a written agenda for our meeting.
	We read and record minutes at our meetings.
	We have enough time for our meetings.
	We make assignments during our meetings.
	Our members/officers follow through with their assignments.
	All participants at our meetings are involved.
	We encourage new members of FBLA-PBL to participate in discussions and activities
	We evaluate and report on our projects and activities. We have set up committees for our local chapter for our member to participate on (Fundraising, Social, Community Service, American Enterprise, etc.)
	We compliment and reward our members for a job well done or for their accomplishments.
	We plan for our meetings have and have at least one "fun activity " at each meeting for our members.
	We have at least one business guest speaker a semester at our meetings.
	We communicate our goals and activities to all of our members.
	We participate in district/state and national leadership conferences.
	We participate in state and national programs and projects.
	We start and end our meetings on time.
	We hold an officer meeting the week before every regular meeting.