

[Date]

[Time]

[Location]

IIBEC – “Name” Chapter Meeting

Meeting called by: Chapter President – “Name” **Type of meeting:** Yearly Transition Meeting

Facilitator: Chapter President – “Name” **Note taker:** “Chapter Secretary”

Attendees:

Please read: IIBEC - Chapter Bylaws (Attached to meeting announcement)
IIBEC – Chapter Development Handbook (Attached to meeting announcement)
IIBEC – Model Policy Guidelines (Attached to meeting announcement)
IIBEC – Board Member Roles and Responsibilities (Attached to meeting announcement)

Please bring: Recommended Education topics for current year
List of recommended persons to replaced you on Chapter Board

AGENDA ITEMS

Topic	Presenter	Time allotted
✓ Identify IIBEC Region Director and Contact Info		
✓ Review Chapter Development Handbook		
✓ Review Chapter Bylaws		
✓ Review IIBEC Model Policy Guidelines		
✓ Review Mission Statement – Update if necessary		
✓ Review Board Member Roles and Responsibilities Notify Board of “Leadership Training Modules” available on IIBEC website		
✓ Review relevant accounting and tax filing deadlines		
✓ Review IIBEC USA/IRS: Canadian exemption letter		
✓ Discuss who has access to Chapter records		
✓ Review notes from previous years Leadership Workshop		
✓ IIBEC – Leadership Workshop (Chapter VP / Branch Liaison(s) to attend) Discuss attendance, dates, and travel plans		
✓ Review Chapter Award Application and Develop timeline of submission: Note Qtr. and mid-year submissions		
✓ Review previous years’ education topics		
✓ Discuss current year education topics		
✓ Discuss current year social events		

Special notes: