

(FULL NAME) of CHAPTER
UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION
P.O. BOX (or installation)

Call to Order: President (Last Name) called the meeting to order at (Location) on the (Day) of (Month) (Year)

President: (First and Last name)

Vice-President: (First and Last name)

Secretary: (First and Last name)

Treasurer: (First and Last name)

The pledge of allegiance: Said by all.

Secretary's Report: Report was read and a motion to approve was submitted by (First and Last name), seconded by (First and Last name), motion carried.

Treasurer's Report: Report was read and a motion to approve subject to audit was submitted by, (First and Last name) seconded by, (First and Last name), motion carried.

Committee Reports: Whatever committees that have something to put out.

Vice-President's Report: Words from the Vice President

President's Report: Words from the President

Unfinished Business: Always refer to this action as unfinished versus "Old"

New Business: Anything that need to be discussed that is new to the Chapter

Community Affairs: Qualify what the Chapter did to help the community.

Charity: This is where you put the dollar amount donated and to what organization.

Guest Speaker: If you have one put his/her name here

Professional Development Topic: Briefly discuss the OPD

Membership, Recruiting and Retention: Current membership is at Regular membership and Members-at-Large.

Adjournment: A motion was made by to adjourn by (First and Last name) and seconded by (First and Last name) Meeting adjourned at (Time) hours.

(First and Last name)

(First and Last name)

Chapter Secretary

Chapter President

Attachment 5