

## **Chairs' Checklist For Planning An Association Meeting**

- Set the date, time and location for the Association Meeting**  
Check with Master Calendar and Forum dates to avoid.  
(Fall: October 1-November 15 Spring: May 1-June 15)
- Return on time the meeting announcement form to GSCNC**
- Develop meeting agenda with Assistant Chair and Association Team.**
- Confirm vacancies and coordinate recognition and appointments with respective Chairs**
- Establish a registration table and meeting setup and cleanup crews**  
(pens, nametags, roster, cell phone)
- Coordinate Refreshments (Hosting SU provides)**
- Coordinate Opening Flag Ceremony (Hosting SU Choice)**  
U.S. And Association Flags plus Stands (Assistant Chair)
- Arrange Guest Speaker, Special Program Or Activity (Optional)**
- Coordinate Speakers' Gifts and/or Door Prize(s) (Optional)**
- Arrange for reports to be given and/or handouts to be provided as needed**
  - Agenda and Minutes of prior meeting (Secretary)**
  - Finance Chair's Report (Finance Chair)**
  - Committee Reports (respective Committee Chairs)**
  - List of Recognition Honorees (Recognition Chair)**
  - Annual Meeting Report (Council Delegate at Spring meeting)**
  - National Convention Report (National Delegate every three years)**
  - Reports from Forums**
- Hold appropriate recognitions**
- Present any old or new Council and Association business.**
- Invite any general discussions or announcements.**
- Closing (Hosting SU conducts)**
- Follow up with unanswered questions from the Association Meeting**
- Send Thank You notes or make calls**
- Evaluate the meeting with your Association Team!**