

[Date]

[Time]

[Location]

RCI – “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: RCI - Chapter Bylaws (Attached to meeting announcement)
RCI – Chapter Development Handbook (Attached to meeting announcement)
RCI – Model Policy Guidelines (Attached to meeting announcement)
RCI – 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
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- ✓ Identify RCI Region Director and Contact Info
- ✓ Review Chapter Development Handbook
- ✓ Review Chapter Bylaws
- ✓ Review RCI Model Policy Guidelines
- ✓ Review Mission Statement – Update if necessary
- ✓ Review Board Member Roles and Responsibilities
Notify Board of “Leadership Training Modules” available on RCI website
- ✓ Review relevant accounting and tax filing deadlines
- ✓ Review RCI USA/IRS: Canadian exemption letter
- ✓ Discuss who has access to Chapter records
- ✓ Review notes from previous years Leadership Workshop
- ✓ RCI – 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: