

MEETINGS AND ATTENDANCE COMMITTEE STRATEGIC PLAN

Goal: Coordinate all chapter meetings.

Strategies:

- Secure a location for all chapter meetings—monthly Chapter Executive Committee (CEC) meetings, the year-end CEC appreciation luncheon, the monthly chapter business luncheon meetings, and the chapter awards luncheon banquet.
- Publicize policies regarding luncheon reservations and attendance.
- Maintain a list of meeting attendees for all meetings.
- Coordinate the member name tags, chapter banner, and the fishbowl for door prizes for the business meetings.
- Prepare and provide the program for the business meetings.
- Provide lunches for the monthly CEC meetings and coordination of lunch for chapter meetings.
- Seek volunteers for the monthly business meeting invocation.
- In conjunction with the program committee, identify and coordinate one joint meeting with another professional organization.

Indicators:

- Submit annual plan by August 30.
- Secure locations for all meetings.
- Provide lunches on a timely basis for all meetings.
- Ensure that accompaniments necessary for business meetings are available.
- Ensure policies are communicated to membership.

**Association of Government Accountants
Nashville Area Chapter
Meetings and Program Committees Plan
Program Year 2007-2008**

CEC meetings will be held on the Monday before the monthly chapter meetings. (11 x 50 = 550)

The chapter will hold monthly chapter meetings generally on the first Thursday of the month at the Nashville City Club in the Suntrust Bank Building during the lunch hour beginning in September 2007 through April 2008. The May 2008 monthly chapter meeting will be a special awards meeting held in a different location from the regular meetings. [(9 x 100 = 900) + (1 x 50 = 50) + *(9 x 39 = 351) = 1301]

Target at least 4 speakers for the Chapter meetings that will speak on a topic which would qualify for CPE and would satisfy the CGFM requirements. (at least 4 speakers 4 x 50 = 200.) Also, have 4 additional speakers on general topics.

We will plan a spring social event for all members. (1 x 50 = 50)

We will hold one joint meeting with another professional organization. (1 x 50 = 50)

We will include door prizes as incentives to encourage members to attend meetings.

* Estimate of member attendance points based on 80 meeting attendees.