

# SAMPLE AGENDA OF MONTHLY GENERAL MEETING

01	Arrival of the chairman to the head table	
02	Calling Dignitaries to the Head Table	Leo Club President
03	Meeting Call to Order	Leo Club President
04	National Anthem	
05	Pledge of Allegiance to the National Flag	
06	Leo Pledge	
07	Introduction of the Head Table	
08	(Welcome Address)	
09	Minutes of previous meeting	Leo Club Secretary
10	Treasurer's Report	Leo Club Treasurer
11	Club Directors' Reports	Board of Directors
12	President's Address	Leo Club President
13	Introduction to Guest of honor	
14	Guest of Honors address	Guest of Honor
15	Introduction to chief guest	
16	Chief guest's address	Chief Guest
17	Open forum	
18	Closing remarks by Leo advisor	Leo Club Advisor
19	Vote of thanks	Leo Club Secretary
20	Termination of the meeting	Leo Club President

