**SAMPLE AGENDA**



**ABC High School HOSA Meeting Agenda**

Location  
Date

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Financial Report
5. Officer Reports
   1. Vice President
   2. Secretary
   3. Historian
6. Committee Reports
   1. National Service Project
   2. Outstanding HOSA Chapter
   3. Financial Leadership Activity
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment