

American Legion Auxiliary Department of Oklahoma

Insert Unit Name & Number

Agenda

Meeting type: Unit Executive Committee or Members meeting (circle one)

Today’s date: . Time:

1. The meeting was called to order.
2. Then opened with a Prayer, Pledge of Allegiance and the Preamble.
3. Welcome and introduction of guests/ There were no guests present.
4. Review and motion for approval of minutes.
5. Correspondence
6. Treasurer’s verbal and written report provided to membership.
7. Committee Reports: Chair

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| 1. Americanism: (write in Chair’s name)   Post needs help placing flags on Memorial Day (veterans’ gravesites and downtown), Flag Day, Labor Day, & Veterans Day. Essay Contest (circle one) |
| 1. Community Service: |
| 1. Constitution and By-Laws: |
| 1. Education: |
| 1. Finance: |
| 1. ALA Girls State: |
| 1. Historian: |
| 1. Junior Activities: |
| 1. Leadership: |
| 1. Legislative: |
| 1. Membership |
| 1. National Security |
| 1. Poppy Program |
| 1. Public Relations |
| 1. Risk and Compliance Committee |
| 1. Veterans Affairs and Rehabilitation |

1. Old Business
2. Unfinished Business:
3. New Business:

Adjournment