

Chapter Meeting Agenda Template

A repeatable 50-minute agenda that keeps chapter meetings short, decisive, and worth attending.

Meeting details

Chapter	
Date and time	
Location	
Facilitator	
Note taker	
Adult advisor present	
Members present	

Agenda

Time	Item	Purpose
0:00 – 0:05	Welcome and roll	Confirm who is here; welcome any new members.
0:05 – 0:12	Task check-in	Every owner reports on their task from last meeting: done, blocked, or moved.
0:12 – 0:25	Current initiative	Progress, decisions needed, next actions with named owners.
0:25 – 0:35	Community input	What residents told us since last meeting; what it changes.
0:35 – 0:43	Next activity planning	Date, roles, outreach plan, supplies.
0:43 – 0:48	Advisor and network notes	Advisor guidance; anything to route to YouthConnect Network.
0:48 – 0:50	Read-back and close	Facilitator reads every task, owner, and date out loud.

Decisions made

Decision	Rationale	Decided by

Action items

Task	Owner	Due	Status

To escalate to YouthConnect Network

Item	
Why it exceeds chapter authority	
Sent to admin@youthconnect.network on	

Facilitator reminders

- No task leaves this meeting without a name and a date.
- If a discussion passes five minutes without a decision, park it and assign an owner.
- Send the recap within 24 hours.
- Anything involving signatures, money, tax receipts, or partisan politics goes to YouthConnect Network, not to a vote.

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Questions: admin@youthconnect.network · Version 1.0 · Last updated: August 2, 2026