SAMPLE AGENDA

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| Heading:   | *Name of club and venue of meeting*  |
|   | *Meeting of management* *Committee*  |
|   | *Date of meeting*  |
| Agenda Items:  |  |
| Attendance  | *President (name)*  |
|   | *Secretary (name)*  |
|   | *Members of committee (names)*  |
| Apologies   | *Names*  |
| Declaration of Conflict of Interest | *Are there any items on the agenda that anyone has a conflict with? Note in minutes and abstain from the discussions* |
| Minutes of the previous meeting  | *Moved that the minutes of the meeting held (date) be confirmed as a correct record. Seconder recorded.* |
| Matters arising from the minutesList as a reminder  | *E.g. Tasks list. Keep any tasks undone on the agenda*  |
| Correspondence  | *Inwards/outwards – put any follow up needed or decisions to be made on the agenda – otherwise this is just for noting and needs no explanation*  |
| Reports  | *E.g. Finance, facilities, volunteer* *co-ordinator - should have been circulated and read prior – questions or comments?* |
| Motions of which notice has been given  | *E.g. “that the new club house should be built”*  |
| General business  | *E.g. Issues of concern to members*  |
| Next meeting  | *Date, time and venue for the next committee meeting*  |
| Closure  | *There being no further business, the Chairperson / President thanks the members for attending and closes the meeting at (time)* |