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 minutes  List 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)* |