

SAMPLE AGENDA

Name of club and venue of meeting

One of the most important aspects of running a meeting is keeping it on track – hence a regulated and formatted approach to meetings is paramount. The following information is a suggested format to be applied to your meetings.

Heading:

Meeting of management Committee

Date of meeting

Agenda Items:

Attendance **President (name)**
Secretary (name)
Treasurer (name)

Members of committee

Apologies

Minutes of the previous meeting **Moved that the minutes of the meeting held (date) be confirmed as a correct record.**

Matters arising from the minutes **E.g. Tasks that should have been completed**

Correspondence **Inwards/outwards**

Reports **e.g. Finance, facilities, volunteer co-coordinator**

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 meeting**

Closure **There being no further business, the Chairperson / President thanks the members for attending and closes the meeting at (time):**