

SAMPLE AGENDA

Heading:	<i>Name of club and venue of meeting</i>
	<i>Meeting of management Committee</i>
	<i>Date of meeting</i>
Agenda Items:	
Attendance	<i>President (name)</i>
	<i>Secretary (name)</i>
	<i>Members of committee (names)</i>
Apologies	<i>Names</i>
Declaration of Conflict of Interest	<i>Are there any items on the agenda that anyone has a conflict with? Note in minutes and abstain from the discussions</i>
Minutes of the previous meeting	<i>Moved that the minutes of the meeting held (date) be confirmed as a correct record. Seconder recorded.</i>
Matters arising from the minutes List as a reminder	<i>Eg. Tasks list. Keep any tasks undone on the agenda</i>
Correspondence	<i>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</i>
Reports	<i>Eg. Finance, facilities, volunteer co-ordinator - should have been circulated and read prior – questions or comments?</i>
Motions of which notice has been given	<i>Eg. “that the new club house should be built”</i>

General business	<i>Eg. Issues of concern to members</i>
Next meeting	<i>Date, time and venue for the next committee meeting</i>
Closure	<i>There being no further business, the Chairperson/President thanks the members for attending and closes the meeting at (time)</i>