

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):**