**Club Name**

YOUR CLUB LOGO

(Committee Name) Meeting Agenda

Committee Meeting Date:

Location:

Meeting Time:

|  |  |  |
| --- | --- | --- |
| ***ITEM*** | ***BUSINESS*** | ***Estimated Timing*** |
|  | ***SECTION 1 – Meeting Administration*** | **xx am / pm** |
|  | Apologies | xx mins |
|  | Declarations of Conflicts of Interest |
|  | Confirmation of Minutes of Date, Month, Year (from previous meeting) |
|  | Actions Arising |
|  | ***SECTION 2 – Key Issues for Discussion / Decision*** | **xx am / pm** |
|  | Add item | xx mins |
|  | Add item | xx mins |
|  | Add item | xx mins |
|  | ***SECTION 3 – Regular Reports / Items for Noting*** | **xx am / pm** |
|  | Add item | xx mins |
|  | Add item | xx mins |
|  | Add item | xx mins |
|  | ***SECTION 4 – General Business*** | **xx am / pm** |
|  | General Business | xx mins |
|  | Meeting Review (Optional) | xx mins |
|  | Next Meeting | xx mins |
|  | Closure | \_ |