Sample Agenda

(Club/Association)Meeting

Time, Date & Venue

1. Welcome and Introduction
2. Attendance, Apologies and Guests
3. Declarations - Conflict of Interest
4. Confirmation of Minutes of previous meeting
5. Business arising from Minutes
6. Inward and Outward Correspondence
7. Reports
   1. President
   2. Financial
   3. Other Committee reports in order of need for discussion
8. Special Projects
9. General Business (only items previously raised to the Chair / Committee on this list, not items brought up at the meeting).
10. Closure and date of next meeting