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| Committee Meeting Agenda Template |

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| **Meeting title:** | <<CLUB NAME>> Committee Meeting |
| **Meeting time and date:** |  |
| **Meeting venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

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| **1.** | **MEETING OPEN** | |
| **2.** | **ATTENDANCE AND APOLOGIES**  *Confirm attendance and grant leave of absence to apologies.* | |
| **3.** | **MINUTES OF THE PREVIOUS MEETING**  *Confirm that the minutes of the previous meeting are a true and correct record.* | |
| **4.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING**  *Follow-up on action items from the previous meeting****.*** | |
| **5** | **CORRESPONDENCE**  *Report on any non-routine correspondence requiring the committee’s attention.* | |
| **6.** | **BUSINESS ARISING FROM CORRESPONDENCE**  *Action items arising from correspondence****.*** | |
| **7.** | **TREASURER’S REPORT**  Attach copy of treasurer’s report and bank statement to the agenda.  *Treasurer’s report to be adopted****.*** | |
| **8.** | **SUBCOMMITTEE AND OTHER REPORTS**  Attach a copy of each report to the agenda.  *Subcommittee report and other reports to be adopted****.*** | |
| **9.** | **MOTIONS ON NOTICE**  Any member who desires a decision from the meeting is to provide written notice of their proposed motion to the secretary by the due date. Attach copies of information supporting each motion on notice, such as quotes or reports, to the agenda.  *Good example: That the club run a welcome event for new members on March 3 with a budget of $300.*  *Poor example: Welcome event.* | |
| **Motion 1:** | **Moved by:** |
| **Motion 2:** | **Moved by:** |
| **Motion 3:** | **Moved by:** |
| **10.** | **GENERAL BUSINESS**  General business is for small items only, or where no formal decision is required (i.e. items presented for information only). Any important or significant decisions are to be listed as motions on notice. | |
| 1. | |
| 2. | |
| 3. | |
| **11.** | **NOTICE OF MOTIONS FOR NEXT MEETING**  Any important or significant items that arise during the meeting are to be listed as motions on notice on the agenda for the next meeting. | |
| **12.** | **DATE, TIME AND LOCATION FOR NEXT MEETING** | |
| **13.** | **MEETING CLOSE** | |

***NOTE:*** *Most committee meetings should run for 45 minutes to 1 hour, subject to the use of a set agenda and good preparation by attendees. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time. Use this Committee Meeting Agenda Template in conjunction with the Committee Meeting Minute Keeping Template.*

*CPR Group accepts no responsibility for any direct or indirect adverse outcomes as a result of using CPR Group documents. Documents are provided in good faith as general guidelines and should be used in conjunction with relevant legislation, constitutions, rules, laws, bylaws, and reasonable judgement.*