***CLUB NAME***

*INSERT CLUB LOGO HERE*

**COMMITTEE MEETING AGENDA**

**Date**

**Time**

**Location**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Time** | **Item** | **Speaker** |
| **1.** | **6pm** | Welcome / Opening of Meeting | Chairperson |
| **2.** | **6.05pm** | Apologies | Chairperson |
| **3.** | **6.07pm** | Confirmation of Minutes from previous committee meeting | Chairperson |
| **4.** | **6.10pm** | Actions from Minutes of previous meeting | Relevant people to provide update |
| **5.** | **6.25pm** | Strategic issues and major items for discussion and decision (list each issue in new row with allocated time) | Chairperson |
| **6.** | **6.50pm** | Reports from sub-groups | Relevant sub-groups |
| **7.** | **7.10pm** | Budget Report and update | Treasurer |
| **8.** | **7.20pm** | Other business | All |
| **9.** | **7.30pm** | Date, time and venue of the next meeting and close | Chairperson |