**CLUB COMMITTEE MEETING TEMPLATE**

**Agenda**

The Agenda must be prepared for each committee meeting. A typical agenda will consist of:

* Attendance/apologies
* Approval of minutes from previous meetings
* Business arising from minutes
* Correspondence
* President’s report
* Treasurer’s report
* Any other business
* Confirm date of next meeting
* Close of meeting (time)

**Motions**

Generally a motion is a decision that is voted on by your committee. Any decision (or motion) should be moved, then seconded, debated about and finally voted on. Your constitution should outline the minimum number of votes required to ‘pass’ a motion, however usually it is by majority.

**Minutes**

The minutes explain the discussions and proceedings of each meeting and are extremely important in reminding the committee of important discussions and decisions made.

* Written by the club secretary, typed and filed
* Exact wording of motions/resolutions passed
* List of attendees/apologies
* Summary of debates and decisions reached
* Action point list and who is responsible

**Role of Chairperson**

The chairperson is responsible for leading, but not directing the meeting. Although the chairperson controls procedure and conduct, that person is in charge of the meeting which is conducted for the benefit of members.

Duties:

* To plan and be familiar with the agenda
* Know the constitution and standing orders for the conduct of the meeting
* Follow the agenda strictly and keep the meeting moving in the desired direction
* Listen attentively and keep a concise summary of proceedings
* Ensure there is a fair discussion on each issue and all points a considered before the item is put to vote
* Thank those that attended the meeting when closing

**<Name of Club>**

**AGENDA**

**COMMITTEE MEETING**

<Date>

<Venue>, <Address>

<Start time> to <End Time>

1. Roll Call and Apologies
2. Approval of minutes from previous meetings
3. Business arising from minutes
4. Correspondence
5. President’s report
6. Treasurer’s report
7. General Business (itemise as individual agenda items)
8. Confirm date of next meeting
9. Close of meeting (time)

**<Name of Club>**

**MINUTES**

**COMMITTEE MEETING**

<Date>

<Venue>, <Address>

Meeting Opened at <insert time>

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item | Person Responsible | Discussion | Action Required  (inc. Motions and due dates) |
| 1. Roll Call and Apologies | Secretary | Attendees: <Include names of all people in attendance>  Apologies: <Include names of people that were invited but not in attendance> |  |
| 1. Approval of minutes from previous meetings | Chairperson | <Include any corrections required to be made to the minutes> | Motion: That the minutes from the previous meeting be accepted. Moved by <name>, Seconded by <name>. Motion Carried/Denied |
| 1. Business arising from minutes | Chairperson | <Include updates to discussions or actions from the previous meetings> | <List new actions here> |
| 1. Correspondence | Secretary | <Table a list of all correspondence received since the previous meeting>  <Discuss any correspondence that requires action or payment> | <List new actions here>  Motion: That the correspondence received since the previous meeting be accepted. Moved by <name>, Seconded by <name>. Motion Carried/Denied |
| 1. President’s report | President | <The president presents a report on his activities and any strategic or high level activities> | <List new actions here>  Motion: That the President’s Report be accepted. Moved by <name>, Seconded by <name>. Motion Carried/Denied |
| 1. Treasurer’s report | Treasurer | <The Treasurer presents up-to-date financial reports and a status of the club’s financial position> | <List new actions here>  Motion: That the Treasurer’s Report be accepted. Moved by <name>, Seconded by <name>. Motion Carried/Denied |
| 1. General Business | Chairperson | <The Chair asks all committee members to table any issues, upcoming events or news that require a decision or action.> | <List new actions here. List motions for each as required.> |
| 1. Confirm date of next meeting | Chairperson | <The Chair asks all committee members to agree on the venue, date and time for the next meeting.> | <List these details here> |
| 1. Close of meeting (time) | Chairperson |  | <enter the end time here> |
|  |  |  |  |