**Sample Meeting Agenda suitable for personalisation by a Group or Association. This sample agenda highlights the formalities required and areas that should be discussed at meetings on a consistent basis.**

**By way of best practice; 2hrs is more than sufficient for a meeting.**

**AGENDA for meeting of XXXX to be held on XXXX AT XXXX at XXXX (time)**

1. Chairman calls meeting to Order and states time of commencement
2. Chairman confirms that a quorum is present
3. Chairman requests comments and questions on, and subsequent approval of, the Minutes of the previous meeting
4. Finance
   1. Treasurer to present updated Income & Expenditure Report
   2. Any resulting actions are agreed and assigned
5. Operations
   1. Secretary to present a report on recent and upcoming activities.
   2. Any resulting actions are agreed and assigned
6. Sub-Committees
   1. If sub-committees exist, an update on activities undertaken will be given by the Chairperson of each sub-committee
   2. Any resulting actions will be agreed and assigned
7. Executive Committee nominations
   1. Ensure that nominations are in line with the procedures as stated in the Constitution
8. New Business
9. Adjournment (state time) and set date of next meeting