

**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
  - a. Treasurer to present updated Income & Expenditure Report
  - b. Any resulting actions are agreed and assigned
5. Operations
  - a. Secretary to present a report on recent and upcoming activities.
  - b. Any resulting actions are agreed and assigned
6. Sub-Committees
  - a. If sub-committees exist, an update on activities undertaken will be given by the Chairperson of each sub-committee
  - b. Any resulting actions will be agreed and assigned
7. Executive Committee nominations
  - a. 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