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| Template – meeting agenda  Committees of management |
| Your committee can choose to use this template for a meeting agenda.  To use the template, cut and paste the table below into a word document. |

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| *[insert name of committee]*  Agenda – committee meeting |
| Date and time [if applicable, also insert meeting no.] |
| Location |

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| No. | **Item (for decision, noting, recording, endorsing, etc.)** |
| 1. | **Opening formalities** |
| 1.1 | Opening and welcome, including Acknowledgement of Country |
| 1.2 | Apologies |
| 1.3 | Confirmation of quorum |
| 1.4 | Confirmation of agenda (including any proposed additions) |
| 2. | **Register of gifts, benefits and hospitality** |
|  | Members confirm that their entries in the register are complete and correct or agree to update their details. |
| 3. | **Register of interests** |
|  | Members confirm that their entries in the register are complete and correct or agree to update their details. |
| 4. | **Conflict of interest** |
| 4.1 | Declarations: Members declare any interest (private interest or duty to another organisation) concerning any item on the agenda. |
| 4.2 | Management: Committee determines (i) whether the conflict is ‘material’ (serious) and (ii) how it will be managed. |
| 5. | **Minutes of previous meeting** |
| 5.1 | Endorse minutes of previous meeting, noting any amendments. (Only members who were present can endorse.) |
| 5.2 | Actions arising: Review the progress of actions arising from the previous minutes. |
| 6. | **Priority item A** – [*insert title, e.g.* **Shelter shed**] |
|  | Description:[Insert– e.g. ‘Need for minor repairs to the shelter shed on the reserve, including repainting.’] |
| 7. | **Priority item B** – [*insert title*] |
|  | [As above] |
| 8. | **Reports and operational matters** |
| 8.1 | [Insert – e.g. Chair’s report(dated XXX) – attached] |
| 8.2 | [Insert – e.g. Treasurer’s report, including financial report (dated XXX) – attached] |
| 8.3 | [Insert – e.g. Secretary’s report, including correspondence sent and received (dated XXX) – attached] |
| 9. | **Other business** |
|  | Items not on the agenda can be raised for discussion, subject to the chair’s permission. |
| 10. | **Next meeting** |
|  | Decide or confirm the date, time, and location of next meeting. |
| 11. | **Meeting adjourns** |
|  | Meeting closes. |

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