<Insert Club Name>

Insert Club Logo

Management Committee Meeting Agenda

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| **Meeting title:** | Management Committee Meeting |
| **Meeting time and date:** |  |
| **Meeting venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

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| **1.** | **MEETING OPEN** | |
| **2.** | **MINUTES OF THE PREVIOUS MEETING** | |
| **3.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING** | |
| **4.** | **CORRESPONDENCE** | |
| Inwards: | Outwards: |
| **5** | **BUSINESS ARISING FROM CORRESPONDENCE** | |
| **6.** | **TREASURER’S REPORT** *Attach copy of treasurer’s report and bank statement.*  **ACCOUNTS FOR PAYMENT AND PAID ACCOUNTS FOR RATIFICATION** | |
| **7.** | **SUBCOMMITTEE AND OTHER REPORTS** *Attach reports.* | |
| **8.** | **ADMISSION AND REJECTION OF MEMBERSHIP APPLICANTS** | |
| That all applicants for membership, who have applied for membership since the previous management committee meeting, be admitted into the class of membership applied for, with the exception of [list applicants the management committee wishes to reject, if any]. | |
| **9.** | **MOTIONS ON NOTICE** *Include the full wording of all motions on notice and attach relevant supporting documentation.*  ***Good example:*** *That the club purchase a new BBQ up to the value of $700 from an appropriate supplier to replace the existing BBQ, which is broken. (M. JONES)*  ***Poor example:*** *BBQ.* | |
| 1. | |
| **10.** | **GENERAL BUSINESS** *Discuss items that are truly of a general nature. This could mean that no formal decision is required (items presented for information only), or that decisions made will cost no more than $100 (i.e. the maximum amount of petty cash expenditure allowed under the* Associations Incorporation Act 1981*).* | |
| 1. | |

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| **11.** | **NOTICE OF MOTIONS** *List any motions to be included on the agenda for the next meeting.* |
| **12.** | **NEXT MEETING** |
| **13.** | **MEETING CLOSE** |

***NB:*** *Most management committee meetings should run for 45 minutes to 1 hour, subject to the use of a set agenda and good preparation by attendees. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time. Use this Management Committee Meeting Agenda Template in conjunction with the Management Committee Meeting Minutes Template.*