

Committee Meeting Agenda
[Name of Association] Incorporated

Date:	
Time:	
Place:	

Attached are:

- the minutes of the last committee meeting
- action item register
- [any other supporting documents required].

Agenda

Item	Description	Responsible
1	Welcome and introductions	President/Chairperson
2	Apologies and proxies	Secretary
3	Declaration of conflict of interest	All Members
4	Acceptance of minutes of previous committee meeting	President/Chairperson
5	Ratify any decision made outside of the last committee meeting [Electronic decisions, special committee meeting decisions]	President/Chairperson
6	Review of actions from previous annual general meeting	President/Chairperson
7	President report	President/ Chairperson
8	Secretary report [update on incoming and outgoing correspondence, resignations, committee member movements]	Secretary

9	Treasurers report [update on financial situation/ expenditure/ income]	Treasurer
10	General business	President/ Chairperson
11	Meeting close Notice of next committee meeting	President/ Chairperson

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