

Committee Meeting Minutes

[Name of Association] Incorporated

Date:	
Time:	
Place:	
Attendees:	
Apologies:	
Electronic attendees:	
Proxies:	

Item	Description
1	Welcome and introductions
2	Apologies and proxies [Insert]
3	Conflict declared: [if any]
4	<p>Acceptance of minutes of previous committee meeting [insert date]</p> <p><i>Proposed resolution: That the minutes of the [insert meeting date] committee meeting be accepted.</i></p> <p>Moved: Seconded:</p> <p>Passed / Not Passed</p>
5	<p>Acceptance of decisions made outside committee meeting [insert date]</p> <p><i>Proposed resolution: That the following external decisions be accepted:</i></p> <p>1)</p> <p>2)</p> <p>Moved: Seconded:</p> <p>Passed / Not Passed</p>

6	Review of actions from previous annual general meeting [insert action register if required]
7	President report
8	Secretary report [update on incoming and outgoing correspondence, resignations, committee member movements]
9	Treasurers report [update on financial situation/ expenditure/ income]
10	General business
111	Meeting closed [insert time] Next proposed committee meeting date: [if known insert month/date]

Minute taker:	
Signature and date	
Chairperson/ President name:	
Signature and date:	

Attachments:

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

This template is an example only. Check your constitution and any legislation that applies to find out whether you need to make any changes to this template before using it.