**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 | **Acceptance of minutes of previous committee meeting [insert date]**  *Proposed resolution: That the minutes of the [insert meeting date] committee meeting be accepted.*  **Moved:** **Seconded:**  Passed / Not Passed |
| 5 | **Acceptance of decisions made outside committee meeting [insert date]**  *Proposed resolution: That the following external decisions be accepted:*  *1)*  *2)*  **Moved:** **Seconded:**  Passed / Not Passed |
| 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.*