**[Insert Name of Club/Association] Committee Meeting Agenda**

[Insert date, time and location of meeting]

1. **Open**

Chair – [Insert name of person chairing the meeting]

Minutes - [Insert name of person writing minutes of the meeting]

1. **Apologies**
2. **Minutes of previous meeting**

[insert date of previous meeting]

1. **Business Arising from Minutes**
2. **Standing items**

**5.1 Occupational Health and Safety**

**5.2 Membership**

**5.3 Volunteers**

**5.4** [list the items your committee must discuss at each meeting]

1. **Items for Discussion/Information**

**6.1** [list the items your committee must discuss at this meeting]

**6.2**

1. **Committee member reports**
2. **General Business**
3. **Next meeting**

[Insert date, time, chair and minute taker for next meeting]

1. **Close**