**SAMPLE MEETING AGENDA**

**Title: Meeting of ...........................Club Committee at place, date and time.**

1. **Welcome**
2. **Apologies**
3. **Confirmation of previous Minutes. (Minutes are signed as a true and correct record)**
4. **Matters Arising from the previous meeting if not on the agenda**
5. **Inward and Outward Correspondence (if deemed necessary)**
6. **President's or Chairperson's Report**
7. **Financial Report, Accounts for Payment, Income Received**
8. **Committee Reports in order of need for discussion**
9. **Special Projects**
10. **General Business**
11. **Closure and date for next meeting**