**Management committee meeting agenda**

<Club name>

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| Meeting title: | Management Committee Meeting |
| Meeting time and date: | <Time> <Date> <Year> |
| Meeting venue: | <Address or online meeting link> |
| Attendees: |  |
| Apologies: |  |

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| **1.** | Meeting open | |
| **2.** | Attendance and apologies | |
| **3.** | Declaration of interests | |
| **4.** | Minutes of the previous meeting | |
| **5.** | Business arising from minutes of previous meeting | |
| **6.** | Correspondence | |
| Inwards: | Outwards: |
| **7.** | Business arising from correspondence | |
| **8.** | Treasurer’s report *Attach copy of treasurer’s report and bank statement* | |
| **9.** | Accounts for payment and paid accounts for ratification | |
| **10.** | Subcommittee and other reports *Attach reports* | |
| **11.** | Admission and rejection of membership applicants | |
| **12.** | Motions on notice *Include the full wording of all motions on notice and attach relevant supporting documentation*  *Good example: That the club purchase a new BBQ up to the value of $700 from an appropriate supplier to replace the existing BBQ, which is inoperative and not cost-effective to repair. (M. JONES)*  *Poor example: BBQ.* | |
| 1. | |
| 2. | |
| 3. | |
| 13. | General business *Discuss items that are truly of a general nature. This could mean that no formal decision is required (items presented for information only), or that decisions made will cost no more than $100 (i.e. The maximum amount of petty cash expenditure allowed under the* Associations Incorporation Act 1981*)* | |
| 1. | |
| 2. | |
| 3. | |
| **14.** | Notice of motions *List any motions to be included on the agenda for the next meeting* | |
| **15.** | Date of next meeting | |
| **16.** | Meeting close | |