**Template Instruction**

|  |
| --- |
| This resource will support the development of Committee Meeting Minutes for your organisation.It may be kept in your committee handbook.Ideally, this resource should be used at every committee meeting |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any text can be changed to meet organisational needs. Some general items have been added to topic drop down lists, but may be changed to suit your organisation

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



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<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.

 

Management Committee Meeting Minutes

**Details**

|  |  |
| --- | --- |
| Location | Click or tap here to enter text. |
| Date  | Click or tap to enter a date. |
| Time | Click or tap here to enter text. |
| Attendees | Click or tap here to enter text. |  |
| Guests | Click or tap here to enter text. |  |
| Apologies | Click or tap here to enter text. |

|  |
| --- |
| Approval of Minutes Tabled |
| Previous Meeting Date | Click or tap to enter a date. |  |
| Correction/Discussion |
| Motioned by | Click or tap here to enter text. |
| Seconded | Click or tap here to enter text. |
| Accepted | Yes ☐ | No ☐ |
| ActionsArising |
| ChairSignature |

**Agenda Items**

|  |  |  |
| --- | --- | --- |
| Agenda Item # | Topic | Main discussion points |
| No. | Choose an item. | Click or tap here to enter text. |
| Resolution: Click or tap here to enter text. |
| **Action Items** | **Person Responsible** | **Due Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter date. |
| **Motioned By** | Click or tap here to enter text. | Enter date. |
| **Seconded By** | Click or tap here to enter text. | Enter date. |
| **Outcome:** |  |

|  |  |  |
| --- | --- | --- |
| Agenda Item # | Topic | Main discussion points |
| No. | Choose an item. | Click or tap here to enter text. |
| Resolution: Click or tap here to enter text. |
| **Action Items** | **Person Responsible** | **Due Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter date. |
| **Motioned By** | Click or tap here to enter text. | Enter date. |
| **Seconded By** | Click or tap here to enter text. | Enter date. |
| **Outcome:** |  |

|  |  |  |
| --- | --- | --- |
| Agenda Item # | Topic | Main discussion points |
| No. | Choose an item. | Click or tap here to enter text. |
| Resolution: Click or tap here to enter text. |
| **Action Items** | **Person Responsible** | **Due Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Enter date. |
| **Motioned By** | Click or tap here to enter text. | Enter date. |
| **Seconded By** | Click or tap here to enter text. | Enter date. |
| **Outcome:** |  |

**Summary of Previous Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Items | Person Responsible | Due Date | Status |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
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| **Minutes Taken By -** | **Signature** | **Date** |
| Insert Name |  | Enter date. |