**Meeting Agenda Agenda**

**Agenda Items:**

1. Minutes of the previous meeting

2. Business arising from previous minutes

* Insert known items

3. Correspondence

* May be listed here and/or summarised in advance of the meeting

4. Business arising from correspondence

5. Reports

* E.g. Treasurer’s monthly report, President’s report

6. Election of new members

* As required

7. Subcommittee reports

8. Election of Office Bearers

* Generally at the AGM

9. Guest Speaker

* As required

10. Motions on Notice

* To be received by the Secretary in writing prior to the meeting

11. General Business

12. Notices of Motions

* For discussion at the next meeting

13. Next Meeting

* Date, time, venue, attendees, apologies

14. Meeting Close

Please RSVP to the Secretary by insert RSVP date and contact details:

**Objective:**

**Date:** [01/01/2000] **Location:** [Enter Room Number]

**Time:** 6:00 AM  **Meeting Type:** [Type of Meeting]

**Call-In Number:** [List number] **Call-In Code:** [Enter code]

**Called By:** [Name] **Facilitator:** [Name]

**Timekeeper:** [Name] **Note Taker:** [Name]

**Attendees:** [List Names]