The................................................................. Club meeting is scheduled to be held on................................................................. at............................................................

1. **Welcome by the chairperson**

* *Welcome by the chairperson to start the meeting.*

1. **Apologies**

* *Record of any people who couldn’t attend the meeting.*

1. **Confirmation of minutes of the previous meeting**

* *A summary of what was discussed at the previous meeting is presented.*
* *Matters arising from minutes*

1. **Correspondence**

* *Important letters, email and faxes to and from your club should be presented to the meeting at this point.*

1. **Reports**

* *An overview of activities of the club from the chairperson/president.*
* *An overview of the financial activities and the club’s current finances from the Treasurer.*
* *Any other reports from committee members on special projects.*

1. **Notice of any new management committee members**

* *Text*

1. **General business**

* *This is the time for people to bring up anything that hasn’t been covered previously.*

1. **Confirming the date of the next meeting**
2. **Close of meeting**