

Agenda

Committee Meeting <Insert Date>
<Insert Venue>, <Insert Start Time>



1. Sign-In
2. Confirmation of previous mins
3. Actions taken since previous committee meeting <lead person/time allowed>
4. Financial report <lead person/time allowed>

Insert a bulleted list of what information will be presented.

For example:

- Bank Account Balance
- Aged creditors listing
- Business performance statistics
- Superannuation

5. Staff issues <lead person/time allowed>

Insert a bulleted list of the issues even if there are only two issues to be discussed.

6. Operational plan / budget for 2003/2004 <lead person/time allowed>

Insert information about what the committee must do to prepare for this item on the agenda

7. Arrangements for forthcoming dinner <lead person/time allowed>
8. Field upgrade, the next move <lead person/time allowed>
9. Injury compensation claim <lead person/time allowed>

Insert information about the injury compensation claim

10. Appointment of senior coach <lead person/time allowed>
11. Any other business <lead person/time allowed>

Lead person = designated person to commence discussion, introduce the item, answer questions, etc
Time allowed = it is a good idea to try to limit the amount of discussion on any item to ensure the agenda is completed