

Meeting Itinerary Template

[Insert Name of Club/Association] MEETING

Time, Date & Venue

- Welcome

- Apologies

- Confirmation of Minutes of previous Meeting

- Matters arising from the Minutes

- Inward and Outward Correspondence

- Reports
 - President
 - Financial
 - Committee Reports in order of need for discussion

- Special Projects

- General Business

- Closure and date of next meeting