Example **Badminton Club**

**A meeting of the Committee of Example Badminton Club will be held on:**

**Date/Time/Venue**

A G E N D A

1. **Apologies for absence**
2. **Minutes of the last meeting**
3. **Matters arising**
4. **Relevant Committee Member reports**
5. **Financial report**
6. **Standing Items (*for example*)**
   1. Funding/Sponsorship
   2. Recruitment of members
   3. Events
   4. Competition
   5. Facility
   6. Publicity
7. **AOCB**
8. **Date of next meeting**

*Record in the minutes people who can’t make the meeting. Make a note of who is present, or circulate an attendance list.*

*Go through quickly to see if they are a correct record, and agree. This is just to correct any errors or omissions, not to discuss items again.*

*These are issues that were discussed at the last meeting that don’t appear elsewhere on the agenda. They should be used for updates and progress chasing. Don’t spend most of your meeting discussing what happened at the last one.*

*A report of what the Committee Members have been doing.*

*The treasurer should produce this for each meeting (preferably circulated in advance) to report what has been spent, what money has been received, any money owed and the balance.*

*Agenda items discussed each meeting*

*Any other competent business*

*Arrange the date of the next meeting*