

**Neighbourhood Houses Tasmania Inc**

**Sample Agenda**

**For A**

**Management Committee Meeting**

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| LOGO_No Text | **[Name of House]** |

**Management Committee Meeting Agenda** |

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| **Date of Meeting:** |  |
| **Place of Meeting:** |  |
| **Time of Meeting:** |  |

* 1. **Welcome**

*Note the time the meeting opened and welcome everyone, including any guests.*

**2. Apologies**

*You can list people who have already let you know they are unable to attend.*

**3. Meeting Procedures**

*It is useful to spend a moment at the beginning of your meeting reminding everyone of the issues surrounding meeting behaviour, confidentiality, conflict of interest etc.*

*Also check if there is any need to rearrange the order of Agenda items.*

**4. Confirmation of Minutes of Previous Meeting held on**

**………………………………**

*These need to be moved and seconded as a correct record of the discussion and decisions of the last meeting and then passed by the meeting as a true and correct copy*

**5. Matters arising from previous minutes**

*Pull out areas which required follow up action from your last meeting minutes.*

**6. Reports**

*Ideally these reports are written and submitted in advance with requests & actions highlighted for decisions.*

 President’s Report

 Treasurer’s Report

 Coordinator’s Report

 Other Reports (e.g. Sub-Committee reports)

**7. Other Agenda Item**

**8. Other Agenda Item**

**9. Other Agenda Item**

*Include as many other agenda items as have been notified before the Agenda is prepared.*

**10. Correspondence**

*It is useful if the Secretary has prepared a list of the correspondence marking items which are for information only and those which need discussion and a decision.*

*Note that correspondence can be dealt with earlier in the meeting, for example before reports are received.*

**11. Other Business**

*Covers new agenda items not previously notified.*

**12. Next Meeting**

*Set the date, place and time of the next meeting*

**13 Meeting Close**

*Thank everyone and note the time that the meeting closed.*