# Agenda

## [Insert Name of Club] Board/Committee Meeting

### Time, Date & Venue

### Business

1. Welcome
2. Apologies
3. Confirmation of Minutes of previous Meeting
4. Matters arising from the Minutes
5. Inward and Outward Correspondence
6. Reports
   1. President/Captain
   2. Financial
   3. Sub-committee Reports in order of need for discussion
      1. Course
      2. …
7. Special Projects
8. General Business
9. Closure and date of next meeting