

# SAMPLE COMMITTEE MEETING AGENDA

Date

Time

Location

1. Welcome
2. Attendance & Quorum
3. Declaration of Conflicts of Interest
4. Approval of the Minutes of the last meeting (\_\_\_\_\_ / Please insert date)
5. Matters Arising from the Minutes
6. Correspondence
7. Report from Treasurer
8. Report from XXX (committee member)
9. Any Other Business
10. Date of next Meeting

Signed:

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XXX (Chairperson)