



Neighbourhood Houses Tasmania Inc

Sample Agenda

For A

Management Committee Meeting



[Name of House]

Management Committee Meeting Agenda

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.