** Management Committee Meeting Agenda**

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| 1. **Meeting Details**

**Meeting of:** Volunteer Management Committee for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Meeting Location:** **Meeting Date:****Meeting Commencement Time:**  |
| 1. **Attendance**

List of attendees  |
| 1. **Apologies**

List of apologies |
| 1. **Welcome and Opening**

Confirmation of Quorum |
| 1. **Reading of Agenda**
 |
| 1. **Declaration of Interest**
	1. Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form completed: YES/ NO Accepted by Chairperson: YES/ NO

 Nature of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form completed: YES/ NO Accepted by Chairperson: YES/ NO

 Nature of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form completed: YES/ NO Accepted by Chairperson: YES/ NO

 Nature of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form completed: YES/ NO Accepted by Chairperson: YES/ NO

 Nature of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form completed: YES/ NO Accepted by Chairperson: YES/ NO

 Nature of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Minutes of the Previous Meeting**

Review items and actions from previous meeting**Accepted - Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Business Arising from Correspondence**
	1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Correspondence**
	1. Item
	2. Item
	3. Item
	4. Item
	5. Item
	6. Item

**Accepted - Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Business Arising from Correspondence**
	1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Booking Officers Report**
	1. Hire report circulated
	2. Summary of hirers and hours of used
	3. Hire application renewals
	4. New hire applications
	5. Changes to regular hire
	6. Hirer feedback

**Accepted - Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Treasurer’s Report**
	1. Circulation of financial statements
	2. BAS Review
	3. Income
	4. Debtors
	5. Expenditure
	6. Approval of invoice payments

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Items raised to Council for approval

 A**ccepted - Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Other Matters/ General Business**
	1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** 1. Item

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**Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Next Meeting**

**Meeting Location**: **Meeting Date**:**Meeting Time**:  |
| 1. **Close of meeting**

Time Closed :  |