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Description automatically generated 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   **Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * 1. Item   **Determination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Next Meeting**   **Meeting Location**:  **Meeting Date**:  **Meeting Time**: |
| 1. **Close of meeting**   Time Closed : |