**Meeting agenda template**

**[Charity name]**

**[Committee/board] meeting**

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

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| --- | --- | --- | --- |
| Item and description | Motion | Responsible | Duration |
| Formalities | | | |
| Welcome and apologies |  | Secretary | [Minutes] |
| Previous meeting/s minutes   * *Confirm the minutes* * *Follow up progress on any action items or resolutions* | [Motion] | President or chair | [Minutes] |
| Declaration of any conflicts of interest for items on current agenda | [Motion] | President or chair | [Minutes] |

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| --- | --- | --- | --- |
| Item and description | Motion | Responsible | Duration |
| Reports | | | |
| President’s report | [Motion] | President | [Minutes] |
| Financial/Treasurer’s report | [Motion] | Treasurer/Financial officer | [Minutes] |
| Operational report | [Motion] | Operations officer/chair/secretary | [Minutes] |
| Fundraising report | [Motion] | Fundraising manager | [Minutes] |

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| --- | --- | --- | --- |
| Item and description | Motion | Responsible | Duration |
| General business | | | |
| Items for decision   * *Item 1* * *Item 2* | [Motions] | Everyone | [Minutes] |
| Items for discussion   * *Item 1* * *Item 2* | [Motions] | Everyone | [Minutes] |
| Items for noting or information   * *Item 1* * *Item 2* | [Motions] | Everyone | [Minutes] |

|  |  |  |  |
| --- | --- | --- | --- |
| Item and description | Motion | Responsible | Duration |
| Other items/wrapping up | | | |
| Review of agreed actions and motions arising from general business |  | President, chair or secretary | [Minutes] |
| Late or urgent business | [Motions] | Everyone | [Minutes] |
| Confirmation of date, time and location of next meeting | [Motion] | President or chair | [Minutes] |
| Meeting close |  | President or chair |  |

*This template is an example only.**Check your charity’s rules and any legislation that applies to it to find out whether you need to make any changes to this template before using it.*