



# Committee Meeting Agenda Sample

Monday 20/01/2020

7pm-8.30pm

Irish Sport HQ

	Agenda Item	Lead	Time (mins)	Discussion / Approval / Information
1	Present and Apologies	Chairperson	5	
2	Minutes and actions of the previous meeting	Chairperson	15	Approval
3	Correspondence	Secretary	15	Discussion
4	Head coach's update <ul style="list-style-type: none"> <li>• Squad movements</li> <li>• Competitions</li> <li>• Away trip selection criteria</li> </ul>	Head Coach	15	Discussion/Approval
5	Finance <ul style="list-style-type: none"> <li>• Monthly statement of accounts</li> <li>• Expenditure approval</li> </ul>	Treasurer	20	Information/Approval
6	Clubmark	Development Committee	5	Information
7	Club Children's Officer Update	CCO	5	Information
8	AGM planning	Secretary	10	Discussion/Approval
9	Date for next meeting	Chairperson		