

**Sample Meeting Agenda suitable for personalisation by a Company Limited by Guarantee or an Unincorporated Entity. This sample agenda highlights the formalities required and areas that should be discussed at meetings on a consistent basis.**

**By way of best practice, 2 ½ hrs is more than sufficient time to conduct a meeting.**

**AGENDA for meeting of XXXX to be held on XXXX AT XXXX at XXXX (time)**

- 1.** Chairman calls meeting to Order and states time of commencement
- 2.** Chairman confirms that a quorum is present
- 3.** Chairman seeks approval of the Agenda
- 4.** Chairman requests comments on, and subsequent approval of, the Minutes of the previous meeting
- 5.** Finance
  - a.** Address questions pertaining to the Finance Report, having previously been circulated prior to the meeting
  - b.** Any resulting actions are agreed and assigned
- 6.** Operations
  - a.** Address questions pertaining to the CEO's / Manager's Report having previously been circulated prior to the meeting
  - b.** Any resulting actions are agreed and assigned
- 7.** Sub-Committees
  - a.** If sub-committees exist, an update on activities undertaken will be given by the Chairperson of each sub-committee
  - b.** Any resulting actions will be agreed and assigned
- 8.** Strategic Planning
  - a.** Review progress against Goals & Objectives, being lead by the Chairperson
- 9.** Governance
  - a.** Review legal obligations and ensure compliance with regulatory requirements, being led by the Chairperson
- 10.** Board Member / Executive Committee nominations
  - a.** Ensure that nominations are in line with the procedures as stated in the Constitution
- 11.** New Business
- 12.** Adjournment (state time) and set date of next meeting