

Instructions for Completing an Agenda

The purpose of an agenda is to notify committee members and members of the public of an upcoming meeting and the items to be discussed at that meeting. It outlines the program of the meeting in the order in which the items are to take place. Notification of the meeting and an agenda should be sent out and displayed two weeks prior to a meeting.

Content of an Agenda	Explanation
Date	Date of the meeting.
Time	Time that the meeting will commence.
Location	Address of where the meeting is to be held.
Committee Members	List the names and positions of the committee members.
Guests Attending	List the names and titles of all guests attending the meeting.
Welcome	Chairperson welcomes the attendees.
Apologies	All written and verbal apologies are tabled.
Confirmation of Minutes	List the date of the previous meeting. The minutes from the previous meeting are read.
Business Arising	Business items arising from previous meeting should be listed here.
Correspondence In	Correspondence in is tabled.
Correspondence out	Correspondence out is tabled.
Financial Report	Treasurer's report is tabled.
Agenda Items	Items to be discussed at meeting should be listed here.
General Business	All new items to be discussed are discussed at this point.
Date of Next Meeting	Date of next meeting to be determined at this point.
Meeting Close	Time of closure of meeting.

Example of an Agenda Format

To *Insert name and address*

Insert Ordinary or Annual General **Meeting of** *Insert Committees Name*

Insert Day Month year

Notice is hereby given that an *Insert Ordinary or Annual General* Meeting of the
Insert Committee Name will be held at *Insert Time*
at *Insert Location*

Order of Business to be Considered

- 1. Welcome**
- 2. Apologies**
- 3. Confirmation of Minutes from Previous Meeting** *Insert Meeting Title and Date*
- 4. Business Arising from Previous Meeting** *Insert Key Items to be Discussed*
- 5. Correspondence In**
- 6. Correspondence Out**
- 7. Financial Report**
- 8. Items on Agenda** *Insert Items to be discussed*
- 9. General Business**
- 10. Next Meeting**
- 11. Meeting Close**

Note: An electronic version can be obtained from Greater Hume Shire Council.

Instructions for Completing Minutes

The minutes are the official written record of the events of a meeting and are usually taken by the secretary of the committee, however any member of the committee may take them. The recording of the minutes is to take place at every meeting and these minutes may be referred back to at any time.

Like the agenda, the recording of the minutes follows the outline of the program of the meeting in the order in which the items are discussed.

Content Meeting	Explanation of Record of Meeting
Date	Record the date of the meeting.
Time	Record the time that the meeting commenced.
Location	Record the address of where the meeting was being held.
Welcome	Chairperson welcomes the attendees.
Committee Members In Attendance	Record the names and positions of the committee members who are in attendance.
Guests In Attendance	Record the names and titles of all guests in attendance.
Apologies	Record all written and verbal apologies. A motion is to be moved and recorded to accept any apologies received.
Confirmation of Minutes	The minutes from the previous meeting are read. A motion to accept or amend the minutes is to be moved and recorded.
Business Arising	Record key points and motions tabled for each item discussed.
Correspondence In	All correspondence received is to be read. A motion to accept or the correspondence is to be moved and recorded.
Correspondence Out	All correspondence out is to be read. A motion to accept or the correspondence is to be moved and recorded.
Financial Report	Treasurer's report is tabled. A motion to accept or amend the report is to be moved and recorded.
Agenda Items	Items to be discussed. Record key points and motions tabled for each item discussed.
General Business	Record key points and motions tabled for each item discussed.
Date of Next Meeting	Date of next meeting to be determined at this point and recorded.
Meeting Close	Record time of closure of meeting.

Example of a Minutes Format

Minutes of *Insert Ordinary or Annual General* **Meeting of**
Insert Committees Name **Held at** *Insert Location*
at *Insert Time Day Month Year*

Welcome *Chairperson welcomes the attendees and declares the meeting open.*

In Attendance *Record the names and positions of attendees including guests.*

Apologies *Record all written and verbal apologies. Record motion.*

Confirmation of Minutes *Minutes from previous meeting to be read. Record motion.*

Business Arising From Previous Meeting *Record key points and motions for each item discussed.*

Correspondence In *All correspondence received to be read. Record motion.*

Correspondence Out *All correspondence sent to be read. Record motion.*

Financial Report *Financial report to be read. Record motion.*

Items on Agenda *Record key points and motions for each item discussed.*

General Business *Record key points and motions for each item discussed.*

Next Meeting *Record time date and location of next meeting.*

Meeting Close *Record time of meeting closure.*

Note: An electronic version can be obtained from Greater Hume Shire Council.