# **Committee Meeting Agenda**

*The purpose of a committee meeting agenda is to improve the effectiveness of meetings. It is the tool the chair uses to keep boardroom discussions focused. This template is suggestive of the sorts of matters that may be included but should not be seen as required or exhaustive.*

**Name of sporting organisation**

date and time

location

**No Item Estimated Time**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item** | **Attachment** | **Speaker** |
|  | **Meeting opening** |  |  |
|  | * 1. Apologies |  |  |
|  | * 1. Conflict of interest declarations |  |  |
|  | * 1. Previous minutes |  |  |
|  | * + 1. *Confirmation* |  |  |
|  | * + 1. *Matters arising/action list* |  |  |
|  |  |  |  |
|  | **Matters for decision** |  |  |
|  | * 1. Major strategic decisions |  |  |
|  | * 1. Routine decisions |  |  |
|  |  |  |  |
|  | **Matters for discussion** |  |  |
|  | * 1. Chief executive officer’s report |  |  |
|  | * + 1. *Current significant issues* |  |  |
|  | * + 1. *Update on strategic plan implementation* |  |  |
|  | * + 1. *Major key performance indicators* |  |  |
|  | * + 1. *Risk and compliance update* |  |  |
|  | * + 1. *Matters for noting* |  |  |
|  | * 1. Finance report |  |  |
|  | * 1. Discussions concerning forthcoming strategic decisions |  |  |
|  | * 1. Committee minutes |  |  |
|  | * + 1. *Finance, Audit and Risk committee* |  |  |
|  | * + 1. *Nominations committee* |  |  |
|  | * 1. Chair’s update |  |  |
|  |  |  |  |
|  | **Matters for noting** |  |  |
|  | * 1. Major correspondence |  |  |
|  | * 1. Updated board calendar |  |  |
|  |  |  |  |
|  | **Meeting finalisation** |  |  |
|  | * 1. Review actions |  |  |
|  | * 1. Decisions/items for public disclosure |  |  |
|  | * 1. Meeting evaluation |  |  |
|  | * 1. Next meeting |  |  |
|  | * 1. Meeting close |  |  |