

Example committee meeting agenda

XXXX Branch Thursday 1 March 2020 2.30pm at Venue XXXX

- 1 Welcome by Chair

- 2 Apologies for absence

- 3 Minutes of previous committee meeting

- 4 Matters arising

- 5 Treasurers report

- 6 Secretary's report

- 7 Association visitors' report

- 8 Campaigning report

- 9 Fundraising

- 10 Any other business

- 11 Date of next committee meeting
