

## ***[insert Club name]* Executive Committee Minutes**

Minutes of the meeting of the (CLUB NAME) Executive Committee held at (XXXX TIME) on (XXXX DATE) at (XXX VENUE).

### **1. Also in Attendance:**

*List any person present who is not a member of the Executive Committee.*

### **2. Secretary:**

*Minute taker.*

### **3. Chairperson:**

### **4. Meeting Opened: XX:XXAM/PM**

### **5. Apologies:**

### **6. Minutes:**

**Motion:** *Moved xx Seconded xx: That the Minutes of the Executive Committee Meeting held (XXXX DATE) were approved.*

The Motion on being Put to the Meeting was Carried.

### **7. Business Arising:**

*List (or members can raise) any business arising from the previous Minutes.*

### **8. Action Items:**

*Outcomes from the Action Items generated from the previous meeting.*

### **9. General Business:**

*Summarise each item discussed.*

### **10. Meeting Closed: XX:XXPM/AM**

### **11. Next Meeting:**

The next meeting of the (CLUB NAME) Executive Committee will be held at (XXXX TIME) on (XXXX DATE) at (XXX VENUE)/is to be determined (DELETE AS APPROPRIATE).

*If the next meeting date/time has not been scheduled the minutes would read:*

The next meeting of the (CLUB NAME) Executive Committee is to be determined.