**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
   1. Address questions pertaining to the Finance Report, having previously been circulated prior to the meeting
   2. Any resulting actions are agreed and assigned
6. Operations
   1. Address questions pertaining to the CEO’s / Manager’s Report having previously been circulated prior to the meeting
   2. Any resulting actions are agreed and assigned
7. Sub-Committees
   1. If sub-committees exist, an update on activities undertaken will be given by the Chairperson of each sub-committee
   2. Any resulting actions will be agreed and assigned
8. Strategic Planning
   1. Review progress against Goals & Objectives, being lead by the Chairperson
9. Governance
   1. Review legal obligations and ensure compliance with regulatory requirements, being led by the Chairperson
10. Board Member / Executive Committee nominations
    1. 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