

Committee Meeting Checklist



Prior to meeting

- Date, time and location agreed
- Venue booked
- Committee Members notified of date, time and location
- Committee Member have all sent RSVP's
- Agenda created
- Agenda circulated to committee members
- Reports received (Financial/Treasurer, Head Coach, CCO)
- Reports circulated
- Reminder sent to committee members a few days before
- Circulate previous minutes

After meeting

- Follow up on non-attendance
- Circulate Points of Note to club members
- Circulate meeting minutes to committee members including action points
- Follow up with action points