**INSTERT CLUB NAME HERE**

**AGENDA**

|  |
| --- |
| **Date:** Insert Date |
| **Time:** Insert Time |
| **Location:** ADDRESS |
| **Attendees:**  Name Chair (always chair is first)  Name Position held  Name Position held  Name Position held  Name Position held  Name Position held  Name Position held  **Visitors:**  Name Position held  Name Position held  Name Position held  Name Position held  Name Position held  Name Position held  **Apologies:**  Name Position held  Name Position held |
| **Pages:** INSERT |

1. **OPENING/ WELCOME**

The Chair opens the meeting, extending a welcome to all present and acknowledge new members/visitors.

1. **CHECK IN**

The Chair opens the discussion to note check-ins

1. **DISCLOSURE OF INTEREST**

Committee/ Panel members are requested to disclose any personal interest in matters to be considered at this meeting.

1. **DISCLOSURE OF CONFIDENTIALITY OF ITEMS DISCUSSED**

All members to be advised that they must abide by the Code of Conduct for Members and are to maintain strict confidentiality over all matters discussed at the meeting – all members will be asked if they understood these obligations as office bearers and committee members by show of hands.

1. **CONFIRMATION OF FLYING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Method** | **Topic** | **Endorsed / Not Endorsed** |
|  |  |  |  |

1. **MINUTES OF THE PREVIOUS MEETING**

The meeting notes that the minutes of the Committee/ Panel meeting held on INSERT DATE have been circulated.

***Attachment 1 -*** ***INSERT Committee/ Panel name Meeting Minutes – INSERT DATE***

***RECOMMENDATION:*** *That the minutes of the previous meeting held on INSERT DATE be endorsed as a true and accurate record of proceedings.*

***Moved:***

***Seconded:***

1. **MATTERS BROUGHT FORWARD**

The status report on major Business Arising/Action Items arising from previous Operations Committee meetings will be reviewed and updated. Committee members will provide update/status reports on key items they were responsible for.

***Attachment 2 – INSERT Committee/ Panel Action Matrix***

**Action Matrix Endorsement**

|  |  |  |
| --- | --- | --- |
| **Moved By**: | **Seconded By:** | **Carried:** |

1. **ITEMS OF BUSINESS**

* 1. **INSERT AGENDA ITEM HERE**

The insert who agenda item it was will provide an overview

**Background**

**Issue**

**Discussion Topics**

***RECOMMENDATION:*** *If required, insert the recommendation here for the agenda item*

***Moved:***

***Seconded:***

***Carried/ Not Carried***

* 1. **INSERT AGENDA ITEM HERE**

The insert who agenda item it was will provide an overview

**Background**

**Issue**

**Discussion Topics**

***RECOMMENDATION:*** *If required, insert the recommendation here for the agenda item*

***Moved:***

***Seconded:***

***Carried/ Not Carried***

* 1. **INSERT AGENDA ITEM HERE**

The insert who agenda item it was will provide an overview

**Background**

**Issue**

**Discussion Topics**

***RECOMMENDATION:*** *If required, insert the recommendation here for the agenda item*

***Moved:***

***Seconded:***

***Carried/ Not Carried***

1. **SAFETY**

The Committee/ Panel is required to highlight have issues/ safety concerns raised within the club

1. **FINANCIAL**

The Committee/ Panel is reviewing the financials for each division

1. **FUNDING REQUESTS**

The Committee/ Panel will review funding requested over $500.00 for endorsement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNDING REQUESTED** | | | | |
| **Name** | **Fund Request** | **Funding Amount** | **Attachments (Invoice)** | **Endorsed/ Not endorsed** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **ASSET MANAGEMENT**

The Committee/ Panel will review the asset register and update it as required.

1. **MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERS TRANSFER REQUESTS** | | | |
| **Name** | **Transfer type** | **Transferred Club** | **Endorsed** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NEW MEMBERS** | | | |
| **Name** | **Transfer type** | **Transferred Club** | **Endorsed** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPETITORS TRANSFERS** | | | |
| **Name** | **Transfer type** | **Transferred Club** | **Endorsed** |
|  |  |  |  |
|  |  |  |  |

1. **LATE ITEMS OF BUSINESS**

The Chair will request any late items of business

1. **CHECK OUT**

The Chair will note check-outs.

1. **CLOSE**

The Chair will close the meeting and the next scheduled meeting is Thursday 23rd March 2022

**ATTACHMENTS**

Attachment 1 INSERT NAME HERE

Attachment 2 INSERT NAME HERE

Attachment 3 INSERT NAME HERE