# 

# [Name of Club/Society]

# Online Committee Meeting

## [Date, Time]

## AGENDA

### Apologies for Absence

#### To be forwarded to the Chair in advance of the meeting.

### Announcements

#### Points of information to be given to your club or society committee or members.

### Minutes of the Last Meeting

#### To approve the minutes of the meeting.

### Agenda Items

### Any Other Business

|  |  |
| --- | --- |
| Chair | Secretary |
| President name: | Treasurer name: |
| President signature: | Treasurer signature: |