



Sample Agenda

NOTICE OF CENTRE COMMITTEE MEETING

Sunnyside Little Athletics Centre

DATE: WEDNESDAY MARCH 5, 202X

TIME: 7.15PM

VENUE: CLUBHOUSE, SUNNYSIDE PARK, LUCKY STREET

AGENDA

- ITEM 1 OPENING
- ITEM 2 APOLOGIES
- ITEM 3 MINUTES OF PREVIOUS MEETING - held (DAY/MONTH/YEAR)

(Attached or previously supplied)
- ITEM 4 BUSINESS ARISING FROM MINUTES
- ITEM 5 CORRESPONDENCE
 - 5.a Business arising from the Correspondence
- ITEM 6 CENTRE MANAGER'S REPORT
- ITEM 7 TREASURER/REGISTRAR'S REPORT
- ITEM 8 COMMITTEE REPORTS
 - 8.a OFFICIALS OFFICER
 - 8.b PROGRAMME OFFICER
 - 8.c RECORDS OFFICER
 - 8.d COACHING OFFICER
 - 8.e PUBLIC RELATIONS OFFICER
- ITEM 9 GENERAL BUSINESS – ITEMS WITH NOTICE:
 - Fundraising for Travel to Townsville
 - Trophy orders
- ITEM 10 ITEMS WITHOUT NOTICE
- ITEM 11 NEXT MEETING & CLOSE