***<NAME OF GROUP>* MEETING**

***< MEETING DATE, TIME, LOCATION>***

**AGENDA**

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| **Timing** | **Agenda Item** | **Presenter** |
| **6.00pm - 6.15pm** | 1. **Meeting opening** |  |
|  | * 1. Attendance and apologies   *[Name anyone who is unable to attend (if known prior)]* | Chair |
|  | * 1. Confirmation of minutes from previous meeting | Chair |
|  | * 1. Action Table   *[See separate template and distribute with agenda]* | Chair |
|  | * 1. Business Arising   *[Discussion from General Business notes from previous minutes]* | Chair |
| **6.15pm - 6.30pm** | 1. **Correspondence Incoming**   *[Any letters/email that have been received since last meeting]* |  |
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| **6.30pm - 6.45pm** | 1. **Correspondence Outgoing**   *[Any letters/email/phone calls sent since last meeting]* |  |
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| **6.45pm - 6.55pm** | 1. **Treasurer’s Report**   *[Update on group financials (if applicable)]* | Treasurer |
| **6.55pm - 7.20pm** | 1. **General Business**   *[General business for discussion (members to advise prior to meeting)]* |  |
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|  |  |  |
| **7.20pm - 7.30pm** | 1. **Meeting Finalisation** |  |
|  | * 1. Date and location of next meeting | Chair |
|  | * 1. Meeting close | Chair |

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| **AGENDA TIPS AND TRICKS**   * Instructions are in blue. Be sure to edit and delete these! * Check your group’s constitution (if relevant) for requirements about notice of meetings, including AGMs. * For other tips about agenda’s, please access the NFP Law Guide [here](https://www.nfplaw.org.au/sites/default/files/media/Running_an_IA_in_NSW.pdf). * Send agenda 7 days before meeting to ensure all members have read and understand the agenda |

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| This template was developed in 2021 by Farm Table Australia for the Young Farmer Business Program and the NSW Department of Primary Industries.  Download the full Young Farmer Group Guide from <http://www.youngfarmer.nsw.gov.au/>.    If you need further information or assistance, please contact the Young Farmer Business Program via their [website](http://www.youngfarmer.nsw.gov.au/). | | | | | | | | | | |
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