**Template Instruction**

|  |
| --- |
| This resource will support the development of Committee Meeting Minutes for your organisation.  It may be kept in your committee handbook.  Ideally, this resource should be used at every committee meeting |

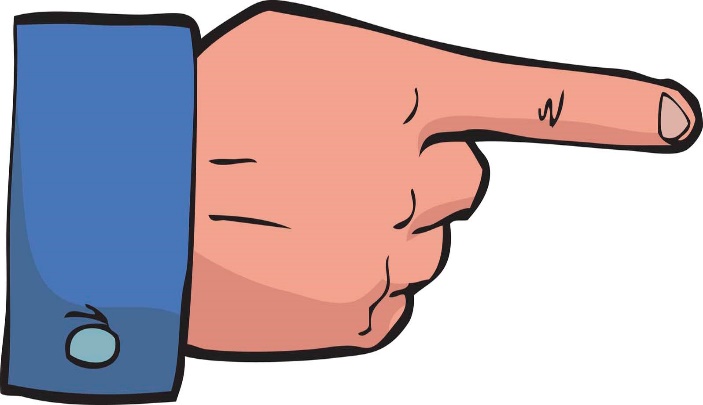
**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any text can be changed to meet organisational needs. Some general items have been added to topic drop down lists, but may be changed to suit your organisation

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



***Disclaimer***

*The State of Queensland as represented by the Department of National Parks, Sport and Racing (DNPSR) makes no statements, representations or warranties (to the maximum extent permitted by law) as to the suitability, completeness or accuracy of the content in this document. This document is made available as an information source only. You accept sole responsibility and risk associated with using the content and this document irrespective of the purpose to which such content is applied. The content of this document does not in any way constitute legal advice and all users should seek independent legal advice when issues arise.  In no event shall DNPSR be liable for any special, indirect or consequential damages or any damages, losses or expenses whatsoever resulting from its use of the content or this document whether in an action of contract, negligence or tort.*

*This Disclaimer should be read in conjunction with the disclaimers on the DNPSR website*

<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.



Management Committee Meeting Minutes

**Details**

|  |  |  |
| --- | --- | --- |
| Location | Click or tap here to enter text. | |
| Date | Click or tap to enter a date. | |
| Time | Click or tap here to enter text. | |
| Attendees | Click or tap here to enter text. |  |
| Guests | Click or tap here to enter text. |  |
| Apologies | Click or tap here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Approval of Minutes Tabled | | | |
| Previous Meeting Date | Click or tap to enter a date. |  | |
| Correction/Discussion | | | |
| Motioned by | | Click or tap here to enter text. | |
| Seconded | | Click or tap here to enter text. | |
| Accepted | | Yes ☐ | No ☐ |
| Actions  Arising | | | |
| Chair  Signature | | | |

**Agenda Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Item # | Topic | | Main discussion points | |
| No. | Choose an item. | | Click or tap here to enter text. | |
| Resolution: Click or tap here to enter text. | | | | |
| **Action Items** | | | **Person Responsible** | **Due Date** |
| Click or tap here to enter text. | | | Click or tap here to enter text. | Enter date. |
| Click or tap here to enter text. | | | Click or tap here to enter text. | Enter date. |
| **Motioned By** | | Click or tap here to enter text. | | Enter date. |
| **Seconded By** | | Click or tap here to enter text. | | Enter date. |
| **Outcome:** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Item # | Topic | | Main discussion points | |
| No. | Choose an item. | | Click or tap here to enter text. | |
| Resolution: Click or tap here to enter text. | | | | |
| **Action Items** | | | **Person Responsible** | **Due Date** |
| Click or tap here to enter text. | | | Click or tap here to enter text. | Enter date. |
| Click or tap here to enter text. | | | Click or tap here to enter text. | Enter date. |
| **Motioned By** | | Click or tap here to enter text. | | Enter date. |
| **Seconded By** | | Click or tap here to enter text. | | Enter date. |
| **Outcome:** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Item # | Topic | | Main discussion points | |
| No. | Choose an item. | | Click or tap here to enter text. | |
| Resolution: Click or tap here to enter text. | | | | |
| **Action Items** | | | **Person Responsible** | **Due Date** |
| Click or tap here to enter text. | | | Click or tap here to enter text. | Enter date. |
| Click or tap here to enter text. | | | Click or tap here to enter text. | Enter date. |
| **Motioned By** | | Click or tap here to enter text. | | Enter date. |
| **Seconded By** | | Click or tap here to enter text. | | Enter date. |
| **Outcome:** | |  | | |

**Summary of Previous Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Items | Person Responsible | Due Date | Status |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Minutes Taken By -** | **Signature** | **Date** |
| Insert Name |  | Enter date. |