



SAMPLE AGENDAS FOR MEETINGS

AGENDA - CLUB EXECUTIVE COMMITTEE MEETING

1. Meeting called to order By President
2. Inner Wheel Prayer By Secretary
3. Welcome By President
4. Apologies, if any By Secretary
5. Reading and Confirmation of the minutes of the last E.C.Meeting By Secretary
Proposed by : By member present in
Seconded by: last meeting.
6. Matter arising from the minutes By Secretary
7. Correspondence received from Club/District/ Association/IIW By President / Secretary
By Treasurer / I.S.O
8. Finance By Treasurer
9. Planning of Club activities for the coming month, By Secretary
10. Any other matters with the permission of the chair.
11. Vote of Thanks By Vice President / Secretary
12. National Anthem.
13. Meeting adjourned By President