**[MONTH] [INSERT CLUB NAME]**

**Executive Meeting**

**Location: [INSERT LOCATION]**

**Date: DD/MM/YYYY**

**Time: HH:MM - HH:MM**

**[Please delete all RED before printing: This agenda is available for the use of each RUSU affiliated club or society. The intention is to complete this document before the meeting commences and to dot point after each point to indicate the conversation had in the meeting related to that point. Once you have filled in dot points do a find search for everywhere with the word Agenda and replace with the word Minutes.**

**Logos are located in the headers.]**

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# 1.0 Attendance

## 1.1 In Attendance

Club President - [INSERT NAME]

Club Vice-President - [INSERT NAME]

Club Secretary - [INSERT NAME]

Club Treasurer - [INSERT NAME]

Other - [INSERT NAME]

Other - [INSERT NAME]

## 1.2 Apologies

# 2.0 Preliminary Matters

## 2.1 Acknowledgement of Country

"I would like to acknowledge **the Wurundjeri people of the Kulin Nations as the traditional owners of the land on which we meet** and I would also like to acknowledge their elders, both past and present. We recognise that the land was stolen and never ceded, and it always was and always will be Aboriginal land."

## 2.2 Declaration of Conflict of Interest

[An opportunity for meeting attendees to declare any conflicts that they have personally or that they feel other meeting attendees may have]

## 2.3 Announcements

## 2.4 Approval of Previous Executive Meeting Minutes

**SCMYYMM/01** - Motion that the Executive approves the minutes from the previous Executive Meeting of INSERT DATE as formal, accurate and read.

Moved: [Club President]

Seconded: [Club Secretary]

[INSERT NAME]

# 3.0 Priority Items

## 3.1 [Item Title]

**SCMYYMM/02** - Motion that… [a motion always begins with the words “Motion that…” and then in the least number of words possible describes the motion so that it cannot be misinterpreted]

Moved: [INSERT NAME]

Seconded: [INSERT NAME]

[Insert item description, this is an opportunity to describe the motion in its entirety, essentially it should be an opportunity to sell the idea to the rest of the team]

## 3.2 [Item Title]

**SCMYYMM/03** - Motion that… [a motion always begins with the words “Motion that…” and then in the least number of words possible describes the motion so that it cannot be misinterpreted]

Moved: [INSERT NAME]

Seconded: [INSERT NAME]

[Insert item description, this is an opportunity to describe the motion in its entirety, essentially it should be an opportunity to sell the idea to the rest of the team]

**INCLUDE ACTION LIST**

# 4.0 Discussion Items

## 4.1 Item Title

[A summary of the important points that the person requesting the discussion item can use to lead the discussion. In the event of an item leading to a decision needing to be made, a motion can be passed as a result of a discussion point]

# 5.0 Other Items

# [This section is for items that have not been submitted early enough to be included in the agenda but are discussed, items only appear in this section if they are of a very high level of importance, otherwise they will be left till the next meeting]

**INCLUDE ACTION LIST**

# 6.0 Attachments

[Appendices should be a separate document exported as an image file and dropped in one page at a time]

## 6.1 Attachment 1 – Attachment Title

# 7.0 Next Meeting [insert date and time (and location if you have one)]