



## **Setting your agenda**

### **What is an agenda?**

The agenda is a list of things to do at the meeting. It is a plan that helps the meeting run smoothly and outlines issues to be discussed. If possible, it should be circulated in advance of the meeting so committee members can come prepared to talk about the items at the meeting.

### **Tips**

It is a good idea for the Chairperson to ask for items of any other business at the start of the meeting in order for them to be programmed into the meeting

Two hours is long enough for any committee meeting

Have a tea break, if necessary

The first five items and the last two items should always be on the agenda. See attached sample. If a topic is already on the agenda, it should be dealt with in its right place and not as a matter arising or under correspondence.

Make sure that an agenda is not too long, two or three items, apart from the regular ones are plenty.

Attach an attendance list for the committee to sign on arrival.





## Example of an agenda

**Tenants and Residents Association  
Committee Meeting  
Tuesday 8<sup>th</sup> September 2015 at 7:00pm  
Community Education Centre**

### Agenda

1. Present, apologies and welcome
2. Minute of the previous meeting
3. Matters arising from the minute
4. Correspondence/Secretary's report
5. Treasurer's report
6. ....
7. ....
8. Any other business
9. Date/time/place of next meeting