

Council Meeting Agenda Template and notes

- Welcome and apologies
 - Apologies received
 - Quorum confirmed
- Minutes of Previous Meeting
 - Approval of minutes
 - Matters arising not covered elsewhere on agenda
- Declaration of interests relating to agenda items
- Hon Sec report
- General Manager report
- Finance report
- Lady Captain's report
- Course report
- Membership report
- Communications and Marketing report
- Competitions and Handicapping report
- Bar report
- Juniors report – by Vice Captain
- Governance report
- Correspondence received
- Next meeting

Any other business not included – in keeping with Golf Ireland guidance any matter that has arisen after circulation of agenda and papers should be raised with the Captain (Chair) who will decide if it should be fitted in or deferred to another meeting.

Reports to the General Manager by 3pm Friday before meeting so that agenda and reports can be circulated that day. Decisions required should be highlighted in reports

Golf Ireland also recommends

- Insist papers are read in advance so time is not wasted reading material
- Avoid matters being brought to the meeting as “fait accompli” (already decided), encourage individual contributions and avoid group thinking. Ultimately the decision will be made by the majority but a robust discussion in a constructive rather than disruptive manner should take place.

Reports are not part of minutes. Minutes need to be worded with that in mind.

Minutes go out within 5 days to Council members who should be given 3 days to agree minutes before that are sent to members with redactions agreed by Captain and Hon Sec.