

Sidecar Motocross Association of Great Britain

Agenda for the **NUMBER** Committee Meeting

DATE, LOCATION

1. Committee Meetings will start promptly at the time agreed and communicated. Meetings are scheduled to last not more than four hours.
2. There is no Any Other Business (AOB) during committee meetings or the Annual General Meeting (AGM). Any items in addition to the standing agenda are to be forwarded to the Secretary at least 14 days in advance for inclusion in the agenda.
3. All Committee members should bring their own copy of the minutes of the last committee meeting and be prepared to update their fellow members on the progress of any actions they were tasked with.
4. The General Secretary will provide the committee with a draft set of meeting minutes within two weeks of the meeting for review and amendment by the General Secretary. After any discussion/approval required the Chairman will ensure that they are posted on the Association Website (smcagb.com) as soon as practicable and in any case not more than one month after the meeting.

	Discussion Details	Lead
1	Chairman's Introduction	Chairman
2	Minutes of the Last Committee Meeting All Committee Members will be expected to provide updates on actions assigned to them from previous Committee Meetings, please come prepared. If you are unable to attend, please provide the General Secretary with an update prior to the Committee Meeting.	General Secretary
3	Treasurers Report	Treasurer
4	Matters Raised to the Secretary The following matters have been raised to the secretary:	General Secretary
5	Clubmans Championship Update	Clubmans Coordinator
6	British Championship Update	Chairman
7	Dinner & Dance Update	Dinner & Dance Representative
8	Membership Update	Membership Secretary
9	Press Update	Press Coordinator
10	Closing Statement & Date of next Committee Meeting	Chairman