

# **XXX Toastmasters Club**

# **Committee Meeting Agenda**

**Date:**

**Time:**

**Venue:**

**Attendees:** President (), VP-Ed (), VP-Mem (), VP-PR (), Treasurer (), Sergeant At Arms (), Secretary (), Past-President ()

1. Apologies
2. Confirmation of the Agenda
3. Confirmation of the Minutes of the previous meeting
4. Matters arising from the Minutes of the previous meeting
5. Decision Items:
	1.
	2.
	3.
6. Officer Reports:
	1. President
	2. Vice-President Education
	3. Vice-President Membership
	4. Vice-President Public Relations
	5. Treasurer
	6. Sergeant At Arms
	7. Secretary
7. General Business
8. Date, Time, and Venue for next meeting