**COMMITTEE TITLE**

Date, time

Location, address

**Agenda**

1. **Apologies for absence with statements reminder** *(standing item)*

* [CIfA statement about dignity and respect](https://www.archaeologists.net/dignity_and_respect_statement)
* [Competition law statement of compliance](https://www.archaeologists.net/sites/default/files/Competition%20law%20statement%20of%20compliance%20v1.1.pdf)

1. **Minutes of the previous meeting**
2. **Matters Arising**
3. **Advisory Council Feedback**
4. **Group Documentation**
5. **Communications**
6. **Agenda Point**
7. **Another Agenda Point**
8. **Any Other Business (AOB)**
9. **Date of next committee meeting and future events**

**Apologies should be forwarded to the Group Secretary.**

**COMMITTEE TITLE**

Date, time

Location, address

**Minutes**

**Present:** List names in alphabetical order (with any positions in brackets afterwards)

|  |  |  |
| --- | --- | --- |
| **Agenda Point** | | **Action (Initials)** |
| **1.** | **Apologies**  Write names here |  |
| **2.** | **Minutes of the Previous Meeting**  Note if they were accepted without changes. Or if there were, what the changes were. |  |
| **3.** | **Matters Arising**  Use this section to detail the general discussion, questions raised and answered. This should be at the point that a person who was absent could catch up but not to the point that it is a script.  Details of an action point to go here, with an achievable task. Make sure to put the initials of the actor to the right.  For example:  *Draft a survey to ACIfA group members on themes for CPD*. | *MK* |
| **4.** | **Advisory Council Feedback**  Advisory Council Rep to give brief overview of the previous Advisory Council meeting. Note main points and any further discussions. |  |
| **5.** | **Group Documentation**   * 3-year plan: Review your actions and amend if needed. Include event discussions here too and send any ideas to the Events Manager and Group Coordinator. * Annual Budget request form: committee can assist Treasurer to complete this by the end of January for the next year. * Annual Report: committee can assist the Secretary to complete this by August about the previous year.   When complete please send to Meg at Megan.Keates@archaeologists.net. |  |
| **6.** | **Communications**  Using your 3-year plan, discuss your communication with your group members.  This could be putting together a quick summary of what was discussed in the meeting to forward to members by email, or to go into your newsletter or bulletin. Short summaries are also great to post on social media, along with a photo! |  |
| **7.** | **Agenda point** |  |
| **8.** | **Another Agenda point** |  |
| **9.** | **AOB**  **Include a brief note on anything discussed and if any actions are required.** |  |
| **10.** | **Date of next committee meeting and future events**  The committee should confirm the next committee meeting date and general location and inform the group’s Coordinator. |  |