

SAMPLE MEETNG PROCEDURE FOR SECTION 355 MANAGEMENT COMMITTEE MEETINGS

1. Welcome
2. Apologies
3. Confirmation of the minutes of the previous meeting
4. Matters arising from the previous minutes
5. Reports
 - Chairpersons
 - Treasurers
 - Other
6. Correspondence In
7. Correspondence Out
8. New Business
9. Next meeting
10. Close