***Sample***

LOGO

**Support Group Meeting**

**Agenda**

*Date and place of meeting*

**Welcome**

**Optional Reading/Thought**

**Present**

**Apologies**

1. **Minutes of previous meeting**

1.1 Acceptance of the minutes from the previous meeting

1.2 Business arising from minutes

**2. Correspondence**

2.1 In

2.2 Out

**3. Treasurer’s Report**

3.1 Current financial position

3.2 Accounts for payment

Moved by the Treasurer seconded by …..

**4. District Manager’s Report**

* Comprehensive details of Unit activities held and to be held
* Requests from Leaders, financial or practical
* News from Division/Region, State; Girl Guides Aust & WAGGGS
* Advice of changes in policy or procedures

**5. Further Reports**

Sub-committee reports such as fundraising, building or maintenance

**6. General Business:**

 Topics for discussion, including points raised by the District Manager’s report

**Meeting closed**

**Date of next meeting:**