**Goalball UK – Club Minimum Standards**

## 9. Club Constitution – Minutes Template

This guidance has been adapted from Sport England Club Matters (<http://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/constitutions/>) as best practice for developing your club’s constitution.

Club Name

Meeting Name

01 January 20XX

Attendees

Jane Smith (Chair), Joe Bloggs (Treasurer), John Doe (Secretary),

Agenda

Last Meeting Follow-up

Include points from your previous meeting(s) that you need to re-cap on

New Business

* Specify the new topics you want to discuss, you could include timings to stay on track

Notes

Make notes of what was discussed and any decisions that were made, remember to include names or initials and dates, figures, for example:

* JB agreed to cap the membership fee for year 2023/24

Action Items

Remember when you are noting down actions, to capture owners and deadlines, for example:

* JD to circulate next month’s newsletter for review by 12.01.24

Next Agenda

Include any key points that will be carried over to or need to be reviewed at the next meeting

Approval

These minutes have been reviewed and signed-off by:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name:   
Position:   
Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name:   
Position:   
Date:

It is good practice for your committee to review and sign-off the minutes and then share these with the wider club, if possible.

**Should you need any additional information in relation to club constitution please contact Tom Dobson at Goalball UK.**

Tom Dobson

Club and Competitions Development Officer

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