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| **<BRANCH NAME> Branch** |  |

**AGENDA <DATE/MONTH> 20XX**

**Address of Meeting**

1. **Welcome** and **Attendance/Apologies**
2. **Minutes of Previous Meeting** – business arising and approval by branch.
3. **Correspondence** –received and sent by branch.
4. **New Members**: Acceptance of new members by the branch.
5. **Reports**

* President – report on general branch activities
* Treasurer - report on branch fundraising.
* Membership – report on new membership applications and recruitment.
* Campaign Report – any news on State or Federal campaign and branch participation/involvement.
* Any other reports – Federal Electorate Campaign Committee meeting, SPLP/FPLP as relevant and appropriate.
* Local Issues and Networking Report

1. **Business on Notice –** motions on notice, provide copies of the motions at meeting or type them here.
2. **General Business**