

### **The Committee of the Foróige club:**

*The committee meeting can happen for a short while before the main meeting – but sometimes it is good to have a longer meeting on a separate night. It helps the committee members' confidence and training as well as giving the leaders and committee a chance to think about how the club is doing and how the members are getting on....*

*It has two main purposes*

#### **A. Carry out the day-to-day management of the Club on behalf of Club Members**

This process involves:

- (1) Evaluating the previous Club meeting (e.g. discuss difficulties experienced, what went well? What needs to be improved?);
- (2) Following up the decisions made by the Club at its previous meetings;
- (3) Reviewing the overall running of the Club (if necessary, plan to involve Members in this review);
- (4) Planning to involve Members in developing a good Club Programme. Suggest ideas for the Programme.

#### **B. Plan the agenda for the next Club meeting**

In planning the agenda the Committee needs to consider:

- (1) The decisions that need to be taken at the next meeting;
- (2) The participation of Members in the meeting (what will Members be doing?);
- (3) The stage which the Club Programme is at

Dates of Training Courses, District Council events and national events etc.