



RAF

ASSOCIATION ANNUAL MEETING

Date and time:

Location/Method:

Attendees:

Chair:

Treasurer:

Secretary:

All other attendees noted at Appendix I

Apologies

Noted at Appendix II

The last RAF Association meeting took place on
The minutes for this meeting are attached.

AGENDA

	Description		Time
1.	Welcome	Chair	
2.	Quorum & Apologies 2.1 Confirm a minimum of 3 members or 10% (whichever is greater) of eligible members are in attendance.	Chair	
3	Conflict of Interest 3.1 All to confirm that they have considered, individually any conflicts based on the published agenda and that they will raise any other conflicts if they arise during the meeting.	Chair	
4	Minutes of the Previous Meeting 4.1 Approval of the minutes of the previous meeting held on	Chair	
5	Matters Arising 5.1 Any further update on any matters or actions, not included in the above.	Chair	
6	Chairs Report 6.1 Chair to provide an overview of the last 12 months (or duration since last meeting).	Chair	
7	Committee Appointments 7.1 Current committee members to pass by simple majority: 7.2 Resignations	Chair	

	7.3 Appointments		
8	Finance Update 8.1 Approval of annual accounts (for the previous financial year) 8.2 Approval of annual budget for 8.3 Grants/Sponsorship/Income Generation	Treasurer	
9	Strategy Review 9.1 Committee members to review the association strategy to ensure it is robust, fit for purpose and aligns with the RAF Central Fund and RAF Sport strategies. 9.2 Committee to consider the association vision for the next 1-3 years and consider any future capital bids or expenditure that may be needed to meet these aims.	Chair Treasurer	
10	Programme of Activity 10.1 Chair (or other nominated committee member) to present the programme of activity for the forthcoming year.	Chair	
11	Discipline / Teams Update 11.1 An opportunity for individual teams/disciplines to provide the association with an update form their respective areas.	Team Leads	
12.	AOB	Chair	
13.	Dates of Future Meetings	Secretary	
14.	Close of Meeting	Chair	

Appendix I - Attendees

Appendix II - Apologies