



## County executive agenda template

The template agenda is intended as a guide only; you don't need to copy it exactly. Depending on the structure of your county executive and teams some items will be named differently or tasks may fall under different categories. You may also have other items that your executive discusses, although remember that the role of the executive is to be strategic; making decisions about the strategy, goals and challenges of the county as a whole. Try not to let it become too operational - delegate tasks to county teams to discuss and report back or to make proposals to the executive.

The first page has a suggested outline agenda for amendment to make it work for your county. These are items that should be discussed at every county executive meeting. In the appendix there are items that should appear on the agenda 6-monthly, annually or as required. Annual items should be spread through the year where possible and across different meetings so that the agenda doesn't become too arduous.

- [County executive template agenda](#)

Having a good set of minutes will also help when it comes to planning the agenda for the next meeting. We'd suggest including the following:

- The names of attendees and any apologies received
- Acceptance of, or any amendments made to, the minutes of the previous meeting
- A record of any matters arising from the previous minutes, including review of any follow up actions
- A record of key points discussed under each of the agenda items including details of all decisions taken and actions agreed. Where actions are agreed a note of who is responsible and the deadline should also be included
- Any items discussed under any other business
- The date and time of the next meeting

If you have any questions about this or any other governance resource, please get in touch on [governance@girlguiding-scot.org.uk](mailto:governance@girlguiding-scot.org.uk).