**CLUB NAME**

**ANNUAL PLANNING MEETING AGENDA**

***Date***

***Time
Venue details***

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| Time | Topic | Objective  |
| 9.00-9.15 | Welcome  | * Introductions
* Overview of the day
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| 9.15-10.00 | Brainstorming Session 1 – Club History | * How did we get here?
* What do we do well? Where can we improve?
* What would we like to see?
 |
| 10.00-10.45 | Analysis  | * Identify trends.
* Identify competitors
 |
| 10.45-11.00 | **Coffee Break** |  |
| 11.00-11.45 | Brainstorm Session 2 – 3-year Vision | * Where are we going?
 |
| 11.45-12.45 | Brainstorm Session 3 – Strategic Priorities  | * How are we going to get there?
* What are our strategic priorities
 |
| 12.45-1.30 | **Lunch** |  |
| 1.30-2.00 | Brainstorm Session 4 – Risk Identification  | * What will stop us from achieving our strategic priorities
 |
| 2.00-4.00 | Breakout Session – Setting KPI | * Department breakout
* What does this area of the club need to do to reach the priorities?
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| 4.00-4.30 | KPI Explanation  | * Each group to present KPI for strategic priority
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| 4.30-4.45 | Close | * Recap of the day
* Next steps to establish written plan
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