

Volunteer Support Meeting Agenda template.

This is a simple agenda template that can be used for support meetings with volunteers.

Volunteer Support Meeting Agenda	
Name of Volunteer:	Name of Responsible Person:
1. Action points from last time	
2. What has the volunteer been doing since the last meeting?	
3. What's gone well? What hasn't gone so well? This is also a chance for the responsible person to talk about the volunteer's work, give positive feedback as well as an opportunity to raise any minor problems or issues if necessary.	
4. What help or support does the volunteer need?	
5. Safeguarding matters?	
6. Development/motivation Such meetings can be used to gauge whether the volunteer is still getting what they were looking for from the volunteer role; they may benefit from a minor change in their tasks or a fresh challenge	
7. Action points for next time	