**Volunteer Support Meeting Agenda template**

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

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| **Volunteer Support Meeting Agenda** | |
| Name of Volunteer: | Name of Responsible Person: |
| 1. Action points from last time | |
| 1. What has the volunteer been doing since the last meeting? | |
| 1. 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. | |
| 1. What help or support does the volunteer need? | |
| 1. Safeguarding matters? | |
| 1. 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. | |
| 1. Action points for next time | |