COMMITTEE NAME

|  |  |  |
| --- | --- | --- |
| Chair: | NAME |  |
| Secretariat: | NAME | Email: |
|  |  | Phone: |

Notice of Meeting

Meeting ##/YYYY of the COMMITTEE will be held as detailed below.

|  |  |
| --- | --- |
| Date: | DAY DATE MONTH YEAR |
| Time: | HH:MM am/pm to HH:MM am/pm |
| Location: | ADDRESS / TEAMS LINK |

|  |  |  |
| --- | --- | --- |
| Members: | NAME | POSITION |
|  |  |  |
|  |  |  |
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|  |  | |
| Invited attendees: |  |  |
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|  |  | |
| Apologies: |  |  |
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# Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ✰ | **This symbol indicates items that have been starred for discussion at the meeting. All unstarred items are resolved as recommended.** | | | |
|  | **#** | **Item** | **Presenter** | **Timing** |
|  | **PROCEDURAL MATTERS** | | | |
| ✰ |  | Welcome and Apologies | Chair |  |
| ✰ |  | Acknowledgment of Country and Opening Prayer | Chair |  |
| ✰ |  | Register of Interests |  |  |
| ✰ |  | Starring of Items | Chair |  |
| ✰ |  | Minutes | Chair |  |
| ✰ |  | Business Arising | Chair |  |
|  | **STANDING ITEMS AND PRESENTATIONS** | | | |
| ✰ |  | [Item Name] | [Presenter] |  |
| ✰ |  | [Item Name] | [Presenter] |  |
| ✰ |  | [Item Name] | [Presenter] |  |
| ✰ |  | [Item Name] | [Presenter] |  |
|  | **ITEMS FOR APPROVAL OR DISCUSSION** | | | |
|  |  | [Item Name] | [Presenter] |  |
|  |  | [Item Name] | [Presenter] |  |
|  |  | [Item Name] | [Presenter] |  |
|  | **ITEMS FOR NOTING** | | | |
|  |  | [Item Name] | [Presenter] |  |
|  |  | [Item Name] | [Presenter] |  |
|  | **GENERAL BUSINESS AND CLOSE OF MEETING** | | | |
|  |  | Any Other Business |  |  |
|  |  |  |  |  |