



## NOTICE OF MEETING

Notice is hereby given that the next [board/ committee/ community/ other group] meeting of [group or organisation name] will be held on [meeting date] at [location] commencing at [starting time]. The agenda for this meeting is provided below.

Your attendance at the meeting will be appreciated.

## AGENDA [Board/ committee/ community/ other group meeting] of [group name]

**Date:**

**Time:**

**Venue:** [or virtual conference details]

**Meeting Name:** [for example, Board meeting, Annual General meeting, Community information session]

### 1. WELCOME

### 2. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

### 3. APOLOGIES FROM MEMBERS WHO WILL BE ABSENT FROM THE MEETING

### 4. NOTIFICATION OF CONFLICT(S) OF INTERESTS

Members are asked to declare any conflict(s) of interest that they may have regarding any of the agenda items at this meeting.

### 5. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

#### Model resolution

*THAT the minutes of the previous meeting, held on [previous meeting date] as circulated be confirmed as a true and correct record of that meeting.*

*Moved:*

*Seconded:*

*Passed:*

### 6. ACCEPTANCE OF THE AGENDA AND NOTIFICATION OF GENERAL BUSINESS ITEMS

#### Model resolution

*THAT the papers as circulated be received for consideration at the meeting and that members provide notification of matters to be raised in general business.*

*Moved:*

*Seconded:*

*Passed:*



## 7. SUMMARY OF DECISIONS THE GOVERNING BODY IS BEING ASKED TO MAKE THIS MEETING

(See also: template for decision-making process)

Item	Decision title	Agenda item number and page
7.1		
7.2		
7.3		
7.4		
7.5		
7.6		

## 8. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING

(See also: template for decision-making process)

Item	Follow-up action	Agenda item number and page
8.1		
8.2		
8.3		
8.4		
8.5		
8.6		

### Model resolution

*THAT the governing body receives and notes the reports on actions to be done from the last meeting.*

*Moved:*

*Seconded:*

*Passed:*



**9. BUSINESS WHICH ONLY REQUIRES THE GOVERNING BODY TO RECEIVE AND NOTE INFORMATION**

Item	Information	Agenda item number
9.1		
9.2		
9.3		
9.4		

**Model resolution**

*THAT the governing body receives and notes the information.*

*Moved:*

*Seconded:*

*Passed*

**10. CHAIR OR PRESIDENT'S REPORT**

**11. POLICY UPDATE**

Update	Information	Agenda item number
11.1	New policies	
11.2	Policies under consideration	
11.3	Review of policies	

**12. FEEDBACK ON CONSULTATIONS WITH COMMUNITY/MEMBERS**

12.1 Feedback (verbal) from any governing body members on issues arising from any consultations and meetings they have had with the organisation's members/communities since the last meeting.

**13. COMMUNITY MEMBERS' QUESTIONS AND ISSUES**

Question/issue	With or without notice	Agenda item number
13.1	With notice	
13.2	Without notice	



#### 14. GENERAL BUSINESS

All items as listed below on the agenda (each item may be supported by a written background material)

Item	Description	Agenda item number
14.1		
14.2		
14.3		
14.4		

#### Resolution

*These items may each have decisions made in the form of number resolutions.*

*Moved:*

*Seconded:*

*Passed:*

#### 15. NEXT MEETING

The next meeting of the governing body will be held on *[date of next meeting]* commencing at *[starting time]* at *[location of meeting]*.

#### 16. CLOSURE