eG Committee Meeting Agenda Template

Committee Meeting Agenda Template

COMPANY NAME

ABN xxxxxxxxxxxx

COMMITTEE MEETING AGENDA

Committee Meeting Date: XXXX

Location: XXXX

Commencement Time: XXXX

		Estimated Time

1.	**Meeting Opening**
	
	 1.1 Apologies (for noting)
	
	 1.2 Conflict of Interest (for declaration by committee members)
	
	 1.3 Previous Minutes
	
	      2.3.1 Confirmation
	
	      2.3.2 Matters Arising/Action List/Recommendations to the Board
		10 mins

2.	**Matters for Decision:** 2.1 Major decisions (always have board paper and recommendations) 2.2 Routine decisions	45 minutes
3.	**Matters for Discussion** 3.1 Chair (/ other relevant people) reports for discussion 3.2 Discussions concerning forthcoming decisions/issues 3.3 Other matters for discussion 3.4 Presentations (if required)	45 minutes
4.	**Matters for Noting [discussed only on exception basis]** 4.1 Major Correspondence 4.3 Minutes of committees/subcommittees (if required) 4.4 Other matters for noting	10 minutes
5.	**Meeting Finalisation** 5.1 Review actions to be taken/recommendations to Board 5.2 Items/decisions for public disclosure 5.3 Meeting evaluation 5.4 Next meeting 5.5 Meeting close	10 minutes