[NAME] STATE CHAPTER

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

Notice of Meeting

Meeting ##/YYYY of the [NAME] State Chapter 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: |  |
|  | [Name] | [Position] |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |
| Apologies: |  |
|  | [Name] | [Position] |
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# Agenda

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| --- | --- | --- | --- |
| **#** | **Item** | **Presenter** | **Timing** |
| **PROCEDURAL MATTERS** |
|  | Welcome and Apologies | Chair |  |
|  | Acknowledgment of Country and Opening Prayer | Chair |  |
|  | Membership | Chair |  |
|  | Minutes | Chair |  |
|  | Action Register | Chair |  |
| **STANDING ITEMS** |
|  | Chair’s Report | Chair |  |
|  | Senior Executive Report (including report from Vice-Chancellor) | [VCAC Member in attendance] |  |
|  | Student Association Report(s) |  |  |
|  | 8.1 | Campus 1 | [Campus Student Association President] |  |
|  | 8.2 | Campus 2 | [Campus Student Association President] |  |
|  | 8.3 | Campus 3 | [Campus Student Association President] |  |
|  | Presentations |  |  |
|  | 9.1 | TITLE |  |  |
|  | 9.1 | TITLE |  |  |
|  | Academic Matters |  |  |
|  | 10.1 | Academic Board Digest (for noting) |  |  |
|  | Operational Matters |  |  |
|  | 11.1 | Director, Campus Leadership Report | Director, Campus Leadership |  |
|  | 11.2 | Campus 1 | Campus Dean / Director, Campus Leadership |  |
|  | 11.3 | Campus 2 | Campus Dean / Director, Campus Leadership |  |
|  | 11.4 | Campus 3 | Campus Dean / Director, Campus Leadership |  |
|  | Episcopal Matters |  |  |
| **GENERAL BUSINESS AND CLOSE OF MEETING** |
|  | Any Other Business |  |  |
|  | Future meetings: |  |  |
|  | Date | Time | Location |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |