[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 |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |