[NAME] STATE CHAPTER

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| Chair: |  |  |
| Secretariat: |  | Email: |
|  |  | Phone: XXXX |

Unconfirmed Minutes

Meeting [##/YYYY] of the [NAME] State Chapter was held from [TIMING] in [LOCATION and / or via Teams].

|  |  |  |
| --- | --- | --- |
| **Members present** | NAME | POSITION |
|  |  |  |
|  |  |  |
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|  | | |
| **Attendees** |  |  |
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| **Apologies** |  |  |
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| **PROCEDURAL MATTERS** | | |
|  | **Welcome and Apologies** | |
|  |  | |
|  | **Acknowledgment of Country and Opening Prayer** | |
|  |  | |
|  | **Membership** | |
|  |  | |
|  | **Minutes** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2022/001***  *That the [COMMITTEE NAME] confirms the Minutes of Meeting [NUMBER AND DATE] as a true and accurate record.* | |
|  | **Action Register** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2022/002***  *That the [COMMITTEE NAME] notes the updates to the Action Register, as presented.* | |
| **STANDING ITEMS** | | |
|  | **Chair’s Report** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2022/003***  *That the [COMMITTEE NAME] notes the Chair’s Report.* | |
|  | **Senior Executive Report (including report from Vice-Chancellor)** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2022/004***  *That the [COMMITTEE NAME] notes the Senior Executive Report.* | |
|  | **Student Association Report(s)** | |
|  | **8.1** | **[CAMPUS] Student Association Report** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/011***  *That the [COMMITTEE NAME] notes the Report of the [CAMPUS] Student Association, as presented.* |
|  | **8.2** | **[CAMPUS] Student Association Report** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/012***  *That the [COMMITTEE NAME] notes the Report of the [CAMPUS] Student Association, as presented.* |
|  | **8.3** | **[CAMPUS] Student Association Report** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/013***  *That the [COMMITTEE NAME] notes the Report of the [CAMPUS] Student Association, as presented.* |
|  | **Presentations** | |
|  | **9.1** | **TITLE** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/005***  *That the [COMMITTEE NAME] notes the presentation on [SUBJECT], as presented.* |
|  | **Academic Matters** | |
|  | **10.1** | **Academic Board Digest** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/006***  *That the [COMMITTEE NAME] notes the Digest from Meeting [NUMBER] of the Academic Board on [DATE].* |
|  | **Operational Matters** | |
|  | **11.1** | **Director, Campus Leadership Report** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/007***  *That the [COMMITTEE NAME] notes the Director, Campus Leadership Report, as presented.* |
|  | **11.2** | **Report of Campus Dean, [CAMPUS]** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/008***  *That the [COMMITTEE NAME] notes the Report of the Campus Dean [CAMPUS], as presented.* |
|  | **11.3** | **Report of Campus Dean, [CAMPUS]** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/009***  *That the [COMMITTEE NAME] notes the Report of the Campus Dean [CAMPUS], as presented.* |
|  | **11.4** | **Report of Campus Dean, [CAMPUS]** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2022/010***  *That the [COMMITTEE NAME] notes the Report of the Campus Dean [CAMPUS], as presented.* |
|  | **Episcopal Matters** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2022/014***  *That the [COMMITTEE NAME] notes the Report on Episcopal Matters, as presented.* | |
| **GENERAL BUSINESS AND CLOSE OF MEETING** | | |
|  | **Any Other Business** | |
|  |  | |