[NAME] COMMITTEE

|  |  |  |
| --- | --- | --- |
| Chair: |  |  |
| Secretary: |  |  |
| Secretariat: |  | Email: [governance@acu.edu.au](mailto:governance@acu.edu.au) |
|  |  | Phone: XXXX |

Unconfirmed Minutes

Meeting [NUMBER] of the [NAME] Committee was held from [TIMING] in the [LOCATION and / or via Teams].

|  |  |  |
| --- | --- | --- |
| **Members present** | NAME | POSITION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Attendees** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Apologies** |  |  |

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# Unconfirmed Minutes

|  |  |  |
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| **Part A - PROCEDURAL** | | |
|  | **Welcome and Apologies** | |
|  |  | |
|  | **Acknowledgment of Country and Opening Prayer** | |
|  |  | |
|  | **Register of Interests** | |
|  |  | |
|  | **Minutes** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2021/001***  *That the [COMMITTEE NAME] confirm the Minutes of Meeting [NUMBER AND DATE] as a true and accurate record.* | |
|  | **Business Arising** | |
|  | **5.1** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/002***  *That the [COMMITTEE NAME] note Item X.* |
|  | **5.2** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/003***  *That the [COMMITTEE NAME] note Item X.* |
|  |  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
| **Part B – ITEMS FOR ACTION** | | |
|  | **Item** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2021/004***  *That the [COMMITTEE NAME] note Item X.* | |
|  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. | |
|  | **6.1** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/005***  *That the [COMMITTEE NAME] note Item X.* |
|  |  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
| **Part C – ITEMS FOR NOTING** | | |
|  | **Items for Noting** | |
|  |  | |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2021/006***  *That the [COMMITTEE NAME] note Item X.* | |
|  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. | |
|  | **7.1** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/007***  *That the [COMMITTEE NAME] note Item X.* |
|  |  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
|  | **Other Business** | |
|  |  | |
|  | **Next Meeting** | |
|  | The Chair thanked members and attendees for their attendance and contribution and the meeting closed at [TIME].  The next meeting of the Committee will be held on [DATE] [LOCATION / MODE OF DELIVERY]. | |