[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** |
|  |  |