

eG Committee Meeting Agenda Template

Committee Agenda Template

COMPANY NAME

ABN xxxxxxxxxxxxxx

COMMITTEE MEETING AGENDA

Committee Meeting Date: XXXX

Location: XXXX

Commencement Time: XXXX

Estimated Time

<p>1. Meeting Opening</p> <ul style="list-style-type: none"> 1.1 Apologies (for noting) 1.2 Conflict of Interest (for declaration by committee members) 1.3 Previous Minutes <ul style="list-style-type: none"> 2.3.1 Confirmation 2.3.2 Matters Arising/Action List/Recommendations to the Board 	10 mins
<p>2. Matters for Decision:</p> <ul style="list-style-type: none"> 2.1 Major decisions (always have board paper and recommendations) 2.2 Routine decisions 	45 minutes
<p>3. Matters for Discussion</p> <ul style="list-style-type: none"> 3.1 Chair (/ other relevant people) reports for discussion 3.2 Discussions concerning forthcoming decisions/issues 3.3 Other matters for discussion 3.4 Presentations (if required) 	45 minutes
<p>4. Matters for Noting [discussed only on exception basis]</p> <ul style="list-style-type: none"> 4.1 Major Correspondence 4.3 Minutes of committees/subcommittees (if required) 4.4 Other matters for noting 	10 minutes
<p>5. Meeting Finalisation</p> <ul style="list-style-type: none"> 5.1 Review actions to be taken/recommendations to Board 5.2 Items/decisions for public disclosure 5.3 Meeting evaluation 5.4 Next meeting 5.5 Meeting close 	10 minutes