

# Click to enter the name of your Aboriginal and Torres Strait Islander corporation

# ICN Click to enter ICN

## Notice of directors’ meeting

The next directors’ meeting will be held:

**Time:** [Click to enter time]

**Date:** [Click to enter the date of the meeting]

**Place:** [Click to enter the location of the meeting]

**Technology:** [Click to enter if and how directors can participate from a different location (e.g. by phone or by video link)]

### Agenda

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Welcome, attendees and apologies:1.1 Confirm the chair for the meeting1.2 Attendees1.3 Apologies1.4 Quorum |
| 2 | Declaration of directors’ interests |
| 3 | Minutes of the previous meeting:3.1 Confirmation of the minutes3.2 Matters arising3.3 Action items |
| 4 | Resolutions passed since the previous meeting |
| 5 | Corporation reports:5.1 CEO report5.2 Financial reports |
| 6 | Proposed resolution/sThe following resolutions will be proposed at the meeting:* [Click to enter the resolution/s]
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| 7 | Correspondence in and out |
| 8 | New membership applications |
| 9 | Any other business |
| 10 | Next meeting |
| 11 | Close |

### Attachments

[Insert list of board papers/documents attached to the notice, or how to access them. For example:]

* Minutes of the last directors’ meeting
* CEO report
* Financial reports

Regards,

[Name of director/s giving notice]

Director