

# 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 meeting  1.2 Attendees  1.3 Apologies  1.4 Quorum |
| 2 | Declaration of directors’ interests |
| 3 | Minutes of the previous meeting:  3.1 Confirmation of the minutes  3.2 Matters arising  3.3 Action items |
| 4 | Resolutions passed since the previous meeting |
| 5 | Corporation reports:  5.1 CEO report  5.2 Financial reports |
| 6 | Proposed resolution/s  The following resolutions will be proposed at the meeting:   * [Click to enter the resolution/s] |
| 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