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| **Meeting:** | Governance Committee | **Date:** | Thursday, 8 August 2024 |
| **Meeting No.:** | 3/2024 | **Time:** | 5.30pm |
| **Chair:** | Leisa Harper | **Venue:** | Online |

**Members In Attendance:**

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| Phil Drummond | Board Director/Chair |
| Leisa Harper | Board Director/Secretary |
| Emma Vandenberg | Board Director |
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| **Agenda No.** | **Subject** |
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|  | **Acknowledgement**  I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging. |
|  | **Appointment Of Positions**  Time Keeper: Leisa Harper  Minute Taker: Leisa Harper |
|  | **Declaration Of Conflict Of Interest**  Nil |
|  | **Confirmation Of Previous Minutes**  Motion: That the minutes **(Appendix One)** of the previous meeting held on Thursday 13 June 2024, be accepted.  Moved:  Seconded: |
|  | **Matters For Committee Discussion & Recommendation to the Board**  5.1 CEO Position Description  Committee members to read CEO Position Description **Appendix Two** and prepare any questions for review. Once reviewed, propose that this is recommended for adoption to the Headway Gippsland Board.  Motion:  Moved:  Seconded:  5.2 CEO and executive employment model Contract  Committee members to read CEO Contract **Appendix Three** and prepare any questions for review. Once reviewed, propose that this is recommended for adoption to the Headway Gippsland Board.  Motion  Moved:  Seconded: |
|  | **Other Business** |
|  | **Next Committee Meeting**  Date: 26 September 2024  Time: 5.30pm  Venue: Private Residence, Warragul |

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| **Meeting Closed** | |
| Date: | Thursday, 8 August 2024 |
| Time: |  |
| Chair: | Leisa Harper |
| Signature: |  |
| Date signed: |  |
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