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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 HarperMinute 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: Emma VandenbergSeconded: Phil Drummond |
|  | **Matters For Committee Discussion & Recommendation to the Board**5.1 CEO Position DescriptionCommittee 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: That the Governance Committee proposes that the CEO Position Description is recommended for adoption. Moved: Emma VandenbergSeconded: Phil Drummond 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 That the Governance Committee proposes that the CEO and Executive contract is recommended for adoption.Moved: Phil Drummond Seconded: Emma Vandenberg  |
|  | **Other Business**  |
|  | **Next Committee Meeting**Date: 26 September 2024Time: 5.30pm Venue: Private Residence, Warragul  |

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| **Meeting Closed** |
| Date: | Thursday, 8 August 2024  |
| Time: | 7.30pm |
| Chair: | Leisa Harper  |
| Signature: |  |
| Date signed: |  |
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