

“Full legal name of Association” Meeting Minutes

Date: / /

Incorporation number (if applicable): _____

Meeting Attendees: *Provide Full name of Meeting Attendants.*

Office Bearers-

If you do not have a nominated member in these roles, provide details of person who completes the tasks of these roles, even if a temporary role.

Secretary: *(Full Name, Date of Birth & Address)*

Treasurer: *(Full Name, Date of Birth & Address)*

Chairperson/President: *(Full Name, Date of Birth & Address)*

Main Bank Contact: *(Full Name, Date of Birth & Address)*

(This person would be the best contact for NAB to speak to regarding banking matters.)

Meeting Details if any:

Regards,

| |
|-------------------|
| Signed*: |
| Date*: |
| Full legal Name*: |
| Position*: |
| Contact email*: |

**Required Fields*

INSTRUCTIONS:

The Minutes of Meeting are a permanent official record of the business transacted during the meeting and should include **at least** the following:

- Full legal name of the association,
- Incorporation number or ABN (if applicable),
- Date of the meeting,
- The name and title of the office bearers (Chairman/President, Treasurer and Secretary, or equivalent role),
- Names of those present, and
- Record of what was discussed, and any decisions made.