

<b>Q272C</b>	<b>MEETING SCHEDULE</b>
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TYPE	FREQUENCY	CHAIR	AGENDA	MINUTES TAKEN
Board	Monthly except Nov to Jan	Board Chairman	Set by Chairman	Board Support Officer
Senior Management	Monthly	Chief Executive Officer	Set by Chief Executive Officer	By Chief Executive Officer's EA
Finance Sub-committee	Bi-Monthly	Treasurer	Set by Treasurer	Board Support Officer
Risk Mgt Sub-committee	Bi-Monthly & as required	Board Vice-Chair	Set by Board Vice-Chair	Board Support Officer
Continuous Improvement Committee	6-weekly	Communications and Engagement Officer	Set by Communications and Engagement Officer	By Admin Officer
Operations Team	Monthly	Chief Operations Officer	Set by Chief Operations Officer	By Admin Officer
Team	Service Delivery Daily Catch Up	Operations Manager	Set by Operations Manager	Dots points sent by email
Team	Service Delivery Full Meeting	Operations Manager	Set by Operations Manager	By Admin Officer or Service Delivery Team Member

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Team	People & Culture Monthly	Operations Manager	Set by Operations Manager	By Admin Officer or People & Culture Team Member
Team	Administration	Executive Assistant	Set by Executive Assistant	By Admin Officer
Team	Marketing & Communications	Marketing & Communications Manager	Set by Marketing and Communications Manager	By Admin Officer or Marketing & Communications Team Member
Team	Accommodation Team Leaders	Accommodations Manager	Set by Accommodations Manager	By Admin Officer or Team Leader
Team	LAAS Houses	Team Leader	Set by house Team Leader	By Admin Officer or Team Leader