**NEAS Board & Committee Meetings Schedule 2022**

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| **MEETING** | **AGENDA** |
| **New Board Member Induction**  20 January 2022 (Thurs)  10.00-12.00  Virtual meeting (CEO, Chair and new Board Members) | * Board Duties and Responsibilities * Board declaration documents and policy review. * Strategic Update and 2021 year in review. |
| **Board Meeting #1**  3 Feb 2022 (Thurs)  10.00-16.00  Bentleys – 60 Margaret Street, Sydney  **Finance, Audit and Investment Committee #1**  3 Feb 2022 (Thurs)  16.00-17.00  Bentleys – 60 Margaret Street, Sydney  **Board Dinner**  3 Feb 2022 (Thurs)  18.00-20.00  Restaurant TBA | * Board Meeting Schedule Review * Conference Planning Update * Christine, Jim and Tanya Due for renewal / retirement this year * Board Policy Reviews - All * CEO update * Strategic Four Elements (Advocacy Plan, NEAS Professional, NEAS International and NEAS Resource Plan) confirmed * FY23 Fee Structure confirmed. * FAIC Charter Review * NEAS Investment Policy Review * NEAS Strategic Investments Review * Analysis of FY22 March Forecast, FY23 Budget and Proposed Fee Structures |
| **Advisory Council Meeting #1**  10 Feb 2022 (Thurs)  14.00-16.00  Virtual | * Jakki, Jason, Nicki, Alexander, Michael, Natalie, Pamela, Youngeun and Kit Due for Renewal * Reconfirm Yearly Schedule * Welcome New Members * Terms of Reference * Conference Update / Preparation / Distribution of Tasks |
| **Board Meeting #2**  14 Apr 2022 (Thurs)  9.00-12.00  Virtual | * Forecast FY2022 / Budget FY2023 * Conference Pack Distribution * FAIC Committee Report * Strategic Risk Management and Compliance * Board Development / Evaluation Report (Governance) * CEO update |
| **Advisory Council Meeting #2**  21 Apr 2022 (Thurs)  14.00-16.00  Virtual | * Conference Finalisation * Guest / Speaker: TBA * Communities of Practice |
| **Board Meeting #3**  4 May 2022 (Wed)  10.00-14.00  Bentleys – 60 Margaret Street, Sydney  \*TBC To be followed by:  UECA AGM  15.00-16.00  Bentleys – 60 Margaret Street, Sydney | * Facilitated Strategy Session |
| **NEAS Management Conference**  5-6 May 2022 (Thurs/Fri)  9.00-17.00  Doltone House |  |
| **Board Meeting #4**  4 Aug 2022 (Thurs)  Board Meeting  9.00-12.00  Virtual | * Christine, Tanya and Jim for confirmation at AGM. * FY22 Audit Preparation, review auditor * Draft Annual Report for Board review * FY23 Draft Budget Approval * Post-Conference Evaluation and Report * Strategic Plan Progress Report * Planning for CEO Performance Review * CEO update |
| **Advisory Council Meeting #3**  11 Aug 2022 (Thurs)  14.00-16.00  Virtual | * Conference Review * SOIF analysis activity * Mid-Year Report from Convener * Guest / Speaker: TBA |
| **CEO Performance Review**  18 Aug 2022 (Thurs)  9.00-12.00  Bentleys – 60 Margaret Street, Sydney |  |
| **Board Meeting #5**  13 Oct 2022 (Thurs)  10.00-12.00  Bentleys – 60 Margaret Street, Sydney  **Finance, Audit and Investment Committee #2**  13 Oct 2022 (Thurs)  12.00-13.00  Bentleys – 60 Margaret Street, Sydney  **Board Strategic Planning for 2023**  13 Oct 2022 (Thurs)  14.00-17.00  Bentleys – 60 Margaret Street, Sydney | * Strategic Risk Management and Compliance * Confirmation of Strategic Activity for 2023-2025 * Board Meeting Calendar for 2023 * Annual General Meeting Organisation / Agenda * Board Strategic Planning Day for 2023-2026 * CEO update * Meeting with Auditor, Approval of Audited Annual Financial Report |
| **Advisory Council Meeting #4**  20 Oct 2022 (Thurs)  14.00-16.00  Virtual | * AGM Preparation * Membership Services Review * Domestic and International Activity Review * Publication and Research * End of Year Wrap-Up and Review * 2023 meeting dates * Guest / Speaker: TBA |
| **NEAS Annual General Meeting**  10 Nov 2022 (Thurs)  14.00-15.00  Virtual | * Confirmation of reappointment/ retirement of Christine Bundesen, Jim Langridge and Tanya Buchanan |

Other key dates for Board noting:

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| **DATE** | **EVENT** |
| Monday 24 Dec 2021 – Friday 4 Jan 2022 | NEAS Office shutdown for Christmas break |
| Friday 15 April & Monday 18 Apr 2022 | Good Friday and Easter Monday |
| Monday 10 Oct 2022 | AGM Notice to be sent to members |
| Monday 17 Oct 2022 | Final annual report and financial documents to be made public |