**SAMPLE SCRIPTS FOR COMMITTEE CORRESPONDENCE**

Please note that these scripts are only samples, and should be adapted to each Committee in consultation with the Chair.

Meeting Request – Sent from Outlook Calendar (generic mailbox where possible)

**Subject Line**: <Name of Committee> meeting

**Body Text:**

Dear Committee members and attendees

A meeting of the <Name of Committee> has been scheduled for <Date> from <start> to <end> via teleconferences/videoconference or at <location>. Please be advised that the Agenda for this meeting closes <Date/Time>.

* Members who have items for inclusion on the agenda need to submit these to the Chair for consideration via the Executive Officer (<email>) *before* the agenda closing date/time.
* Attendees who have items for submission to the Committee need to submit items to the Chair for approval via <email> at least three working days prior to the agenda closing date.

The Agenda for this meeting will be distributed to you on <Date>. If you do not receive the Agenda, please contact <email> as soon as possible after this date.

**It would be appreciated if members and attendees could confirm their attendance as soon as possible by accepting or declining this meeting request.**

Kind regards,

<Executive Officer>

Call for Agenda Items – Sent as an email (from generic mailbox where possible)

**Subject Line**: <Name of Committee> meeting <Date> - Call for Agenda Items

**Body Text**: *Copy the text from the meeting request, with the final bold paragraph amended to read:*

**It would be appreciated if members and attendees could confirm their attendance by the Close of Agenda date by return email or by accepting or declining the meeting request sent previously**.

A copy of the updated Action Sheet and Annual/Work Plan are/is attached for your information and completion as required. A copy of the minutes from the previous meeting is available on Diligent/was distributed to you by email on <Date>.

Kind regards,

<Executive Officer>

Distribution of Agenda – Sent as an email (from a generic mailbox where possible)

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| **Subject Line:** <Name of Committee> meeting <Date> - Distribution of Agenda  **Body Text:**  Dear Committee members and attendees    The Agenda for the <Name of Committee> meeting to be held on <Date> has been uploaded to <insert information> for download / is attached.  The meeting will commence at <start> until <end> and will be held via teleconference/videoconference or at <location>. If you have not confirmed your attendance or inability as yet, it would be appreciated if you could please do so as soon as possible by return email, or by locating the meeting request in your calendar or inbox and accepting or declining.  The dial in instructions are provided in the Notice of Meeting at the start of the Agenda Pack and can also be found in the meeting request.  If you have any difficulties accessing the Agenda Pack please contact me by emailing <email> or phoning <phone>.  Kind regards  <Executive Officer> |

Resolution Advice – Sent as an email (from generic mailbox where possible)

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| **Subject Line: <**Name of Committee> meeting <Date> - Resolutions requiring your attention  **Body** Text:  Dear <Name/s>  Following are the resolutions from the <Name of Committee> meeting held on <Date> for your attention please:  <RESOLUTIONS>  The Minutes for this meeting will not be confirmed until the next meeting of the <Name of Committee>, and changes may be made.  Kind regards  <Executive Officer> |

Distribution of Minutes – Sent as an email (from generic mailbox where possible)

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| **Subject Line:** <Name of Committee> meeting <Date> - Minutes  **Body** **Text:**  Dear Committee members and attendees  The Chair has approved the Minutes of the <Name of Committee> meeting held on <Date> for distribution. These are now available on the <insert information> for download / attached.  It would be appreciated if you could please provide any amendments or comments to the Secretary (<email>) within 5 working days, at which time the unconfirmed minutes will be included on the <Higher Committee or Board> agenda for the <Date> meeting.  Committee members and attendees should refer to the attached updated Action Sheet and Annual/Work Plan for items for submission to the next meeting and other actions requiring their attention.  Thank you for attention to this matter.  Kind regards  <Executive Officer> |

Sending Minutes and Resolutions to Other Committees – Sent as an email before the relevant closing date

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| **Subject Line: <Name of Committee> meeting <Date> - Minutes**  Body Text:  Dear <Secretary Name>  Please find attached the confirmed/unconfirmed Minutes of the <Name of Committee> meeting held on <Date> for inclusion on the <Higher Committee or Board> agenda.  Following are the resolutions from the meeting held on for the <Higher Committee or Board’s> attention please:  <RESOLUTIONS>  Thank you for your assistance with this matter. Please advise if you require any further information.  Kind regards  <Executive Officer> |