**COVERSHEET**

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| **[Insert name of committee]**  **[Insert Date of Meeting]** | |
| **Agenda item** | **[# to be completed by Executive Officer]** |
| **Item title** | [Insert title] |
| **Requested action** | For endorsement and/or recommendation to Dean; or  For noting and /or information; or  Requesting advice and/or input from Committee members. |
| **Summary** | In no more than one page, summarise   * what is the item seeking to achieve? * what action is required of Committee? * why the proposed (or already taken) action is necessary * etc. |
| **Supporting papers** | [Attach as an appendix documents which are essential to enable the Committee to do what is requested of it]. |
| **Submitted by** | Name & Title |
| **Date** | Day/Month/Year |
| **Will this person attend the meeting for this item?** | YES NO |
| **Endorsed by** | Name of Committee member approving item for submission |