

**JAMES COOK UNIVERSITY  
FINANCE COMMITTEE  
MEETINGS - AGENDA PREPARATION DEADLINES – 2019**

<b>MATERIALS TO SECRETARIAT</b>	<b>AGENDA DISTRIBUTION</b>	<b>MEETING DATE</b>
<b>4.00 PM THURSDAY</b>	<b>3.00 PM THURSDAY</b>	<b>2.00 PM THURSDAY</b>
<b>11 FEBRUARY MONDAY</b>	<b>18 FEBRUARY MONDAY</b>	<b>25 FEBRUARY MONDAY</b>
<b>9 MAY</b>	<b>16 MAY</b>	<b>23 MAY</b>
<b>1 AUGUST</b>	<b>8 AUGUST</b>	<b>15 AUGUST</b>
<b>7 NOVEMBER</b>	<b>14 NOVEMBER</b>	<b>21 NOVEMBER</b>

**FINANCE CIRCULARS (DISTRIBUTED ONE WEEK PRIOR TO AGENDA DISTRIBUTION – MINUTES TO GO ON AGENDA)**

	<b>MATERIALS TO SECRETARIAT TUESDAY 2PM</b>	<b>DISTRIBUTION DATES FRIDAY 1PM</b>	<b>CIRCULAR CLOSE DATES THURSDAY 9:30AM</b>
<b>1/18</b>	7 FEBRUARY	12 FEBRUARY	<b>15 FEBRUARY</b>
<b>2/18</b>	2 MAY	7 MAY	<b>10 MAY</b>
<b>3/18</b>	25 JULY	30 JULY	<b>2 AUGUST</b>
<b>4/18</b>	30 OCTOBER	5 NOVEMBER	<b>7 NOVEMBER</b>

**APPROVED: 19 NOVEMBER 2018**