

**JAMES COOK UNIVERSITY  
FINANCE COMMITTEE  
MEETINGS - AGENDA PREPARATION DEADLINES – 2021**

<b>SET AGENDA</b>	<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>25 JANUARY MONDAY</b>	<b>8 FEBRUARY MONDAY</b>	<b>15 FEBRUARY MONDAY</b>	<b>22 FEBRUARY MONDAY</b>
<b>22 APRIL</b>	<b>6 MAY</b>	<b>13 MAY</b>	<b>20 MAY</b>
<b>22 JULY</b>	<b>5 AUGUST</b>	<b>12 AUGUST</b>	<b>19 AUGUST</b>
<b>26 OCTOBER</b>	<b>9 NOVEMBER</b>	<b>16 NOVEMBER</b>	<b>23 NOVEMBER**</b>

**\*\*NOTE:**

**A FINANCE COMMITTEE WORKSHOP WOULD BE HELD 4 NOVEMBER 2021 PRIOR TO THE FINAL FINANCE COMMITTEE MEETING.**

**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>1/21</b>	<b>29 JANUARY</b>	<b>5 FEBRUARY</b>	<b>11 FEBRUARY</b>
<b>2/21</b>	<b>30 APRIL</b>	<b>7 MAY</b>	<b>13 MAY</b>
<b>3/21</b>	<b>30 JULY</b>	<b>6 AUGUST</b>	<b>12 AUGUST</b>
<b>4/21</b>	<b>2 NOVEMBER</b>	<b>12 NOVEMBER</b>	<b>16 NOVEMBER</b>

**APPROVED: 24 NOVEMBER 2020**