

**JAMES COOK UNIVERSITY**  
**AUDIT, RISK AND COMPLIANCE COMMITTEE**  
**MEETINGS - AGENDA PREPARATION DEADLINES – 2025**

<b>SET AGENDA</b>	<b>MATERIALS TO SECRETARIAT</b>  <b>THURSDAY 12.00 PM</b>	<b>AGENDA DISTRIBUTION</b>  <b>THURSDAY</b>	<b>MEETING DATE</b>  <b>2.00 PM – 5.00 PM THURSDAY</b>
<b>30 JANUARY</b>	<b>13 FEBRUARY</b>	<b>20 FEBRUARY</b>	<b>27 FEBRUARY*</b>
<b>13 MARCH</b>	<b>10 APRIL</b>	<b>17 APRIL</b>	<b>24 APRIL</b>
<b>12 JUNE</b>	<b>10 JULY</b>	<b>17 JULY</b>	<b>24 JULY</b>
<b>REMINDER TO CHIEF OF STAFF 9 OCTOBER</b>	<b>-</b>	<b>23 OCTOBER</b>	<b>30 OCTOBER</b> INSURANCE RENEWAL ONLY
<b>2 OCTOBER</b>	<b>30 OCTOBER</b>	<b>6 NOVEMBER</b>	<b>13 NOVEMBER</b>

\* JOINT MEETING WITH FINANCE COMMITTEE

\*\* CIRCULAR – **SEPTEMBER** – INSURANCE UPDATE

**SET AGENDA EMAIL:**

- CHAIR
- INTERNAL AUDIT MANAGER
- CHIEF OF STAFF
- SECRETARY