

Assessment 1: Scenario and Meeting Agenda

Scenario

The Chairperson of the Bilbila Peoples Corporation has recently employed a relative in a key position. This has raised concerns among board members, staff and community members.

Draft an email invitation for a community meeting for addressing these concerns.

Use the meeting agenda to draft your email invitation.



Notice of Community Meeting

Invited stakeholders are advised that a community meeting of Bilbila Peoples Corporation will take place as follows:

- Time:** 7pm – 8pm
- Date:** DD/MM/YYYY
- Place:** Bilbila Meeting Room 2
- Technology:** Video link sent to all invited stakeholders

Purpose of the meeting

This meeting has been called to address concerns raised among board members, staff, and community members regarding a potential conflict of interest at the Bilbila Peoples Corporation.

Meeting Agenda

Item	Description
1	Welcome, attendees and apologies: <ul style="list-style-type: none"> 1.1 Acknowledgement 1.2 Confirm the meeting chair and minute taker 1.3 Attendees 1.4 Apologies
2	Details of the potential conflict of interest: The Chairperson of the Bilbila Peoples Corporation has recently employed a relative in a key position.
3	Chairperson to respond to the concerns of board members, staff and community members.
4	Additional questions and comments from the stakeholders present.
5	Voting or other resolution processes.
6	Close 8pm