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| **DIRECTORS REPORT** | |
| **AREA** |  |
| **DATE** |  |

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| **MONTH OVERVIEW** |
| **Macro view comments and callouts** |
| **FINANCIAL** |
| 1. **Budget update** 2. **Requests for funding**   **for funds** |
| **MEASURES** |
| 1. **Key timelines and milestones** |
| **MEMBERS/REQUESTS FOR TRANSFERS** |
| 1. **Any requests for New Members, Member Transfers or Competitive Transfers to be included** |
| **POLICY & PROCEDURES** |
| 1. **Any Policies, or procedures that have been implemented, reviewed and updated that need MC Approval** |
| **FOR NOTING** |
| **Project Status update with:**   1. **achievable scope** 2. **relevant to the strategic  plan** 3. **status update: On track/ Stalled/Behind/At Risk** |
| **ASSET MANAGEMENT** |
| 1. **Approval for new assets purchases (Supplier invoices to be included)** 2. **Approval for asset maintenances (Supplier invoiced to be included)** 3. **Asset register review** |
| **FOR DECISION** |
| **If required, please provide information on a decision required by the management committee** |
| **SAFETY CONCERNS** |
| **Please complete** |
| **EVENTS COMING UP** |
| **Portfolio events coming up. please put them in here so it is included in the 12-month calendar.** |