



NPO 009-577

LIASA National Office

P O Box 1598

Pretoria, 0001

Tel: 012 324 6096

Fax: 086 694 7272

e-mail: [liasa@liasa.org.za](mailto:liasa@liasa.org.za)

NOTICE IS HEREBY GIVEN OF THE LIASA "BRANCH/INTEREST GROUP NAME" MEETING TO BE HELD ON "DAY MONTH YEAR" , AT THE VENUE FROM "TIME TO TIME" .

## AGENDA

Item	Discussion Item	Responsible Person
1.	Opening and Welcome	
2.	Attendance 2.1 Attendance ( <i>Register to be signed</i> ) 2.2 Apologies	
3.	Personalia	
4.	Confirmation of Agenda	
5.	Minutes of the previous meeting: 5.1 Correction and Adoption 5.2 Matters Arising ( <i>Under Portfolio Reports</i> )	
6.	Strategic Themes	
	6.1 Leadership	
	6.2 Membership & Sector Management	
	6.3 Advocacy	
	6.4 Marketing & Communication	
	6.5 Good Governance	
	6.6 Training & Development	
7.	National Office Matters	
8.	General	
9.	Next Meeting	