**{*Name*} Welfare Board (A.K.A. Port Welfare Committee)**

**INAUGURAL WELFARE BOARD MEETING**

***{Date}***

***{Time}***

***{Venue}***

**AGENDA**

1. **Welcome & Introductions**
   1. Attendees
   2. Apologies
   3. Introduction and outline of roles
   4. Confirmation of election of chairperson, Vice Chairperson and Administrator
2. **Conflict of Interest**
3. **Membership Attachment 1**
4. **Outline Role of the Welfare Board/Port Welfare Committee Attachment 2**
5. **Draft PWC Terms of Reference Attachment 3**
6. **Draft PWC Agenda Attachment 4**
7. **Register Welfare Board with** [**www.portvisitor.com**](http://www.portvisitor.com)
8. **Any Other Business**
9. **Dates of Next Meeting**
   1. General Meeting – Dates TBC
   2. AGM & General Meeting – Date TBC