CHANGE OF AUTHORISED STUDENT GROUP REPRESENTATIVE

Name of Student Group: ___________________________________________ Group Code: __ __ __ __

__________________________________________ (New authorised representative’s name) has obtained
the consent of the group’s executive committee to replace ____________________________________________
(Former authorised representative’s name) as an Authorised Representative of (Student Group name)_________________________________________ effective on _________________________.

Student group must attach: (please tick the box when appropriate):

1) MEETING MINUTES RECORD  ☐ Attached
2) PHOTOCOPY OF CURRENT STUDENT IDENTIFICATION  ☐ Attached

IS THE FORMER AUTHORISED REP A MACPAY SIGNATORY?  ☐ YES  ☐ NO
(If YES, please return the bank card to Student HQ office)

WILL THE NEW AUTHORISED REP BE THEIR REPLACEMENT MACPAY SIGNATORY?  ☐ YES  ☐ NO

DOES THE NEW AUTHORISED REP REQUIRE A BUSINESS PAYMENT CARD?  ☐ YES  ☐ NO
(If YES, please complete NAB Business Card Payment Application Form and attach to this form)

I wish to undertake the responsibility of becoming an Authorised Representative. I comprehend the responsibilities and obligations associated with this role and have read and understood both the Student Group Affiliation Agreement and Macquarie University Code of Conduct.

Name: __________________________  Preferred name: __________________________
(Same as on student ID)

Email Address: __________________________
(Please write clearly in CAPS)

Contact number: __________________________  Student ID Number: __________________________

Signed: __________________________  Date: __________________________

On behalf of __________________________ (student group’s name), I hereby consent the change and agree with Macquarie University policies.

Witnessed by

Name: __________________________  (Current Authorised Representative)
Date: __________________________  Signed: __________________________
NAME OF STUDENT GROUP

Committee Meeting

NO: 1  Date:  Time:  Place:

**MINUTES**

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>ATTENDEES</th>
<th>ABSENT WITH APOLOGIES</th>
</tr>
</thead>
</table>

**AGENDA Topics:**

<table>
<thead>
<tr>
<th>DISCUSSION 1</th>
<th>Events</th>
<th>action needed by</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DISCUSSION 2</th>
<th>Finance</th>
<th>action needed by</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DISCUSSION 3</th>
<th>Committee Election</th>
<th>action needed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>President: Justin Ong  to replace John Smith and become bank signatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President: Davin Sim  to replace Shelly Yang</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer: Luo YuJun  to replace Jon Yun  and become bank signatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Managers: Joyce Low &amp; Tan Jing Han</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary: Michelle Ng</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The meeting ended at:  
Minutes taken by: