

FUND FOR ACCESSING POTENTIAL EXPERTISE (FAPEX) COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

The Fund for Accessing Potential Expertise (FAPEX) Committee is a sub-committee of the Central Queensland University Council and will provide advice, recommendations and reports to the Council.

2 FUNCTIONS AND RESPONSIBILITIES

The FAPEX fund has been bequeathed to the University with the expectation and understanding that the funds will exist in perpetuity, growing its resource base and capacity to support University initiatives through long term prudent accumulation and investment of income, as outlined below:

- 2.1 The University would accumulate at least 51 per cent of the income earned from each annual accounting period, into the capital.
- 2.2 If by the end of an accounting period, the University does not distribute 49 per cent of the income, the remaining income will be accumulated into the capital.
- 2.3 The University must not draw on the capital, except where providing money, property or benefits for the benefit of the University's Rockhampton campus, to be applied for purposes which increase the potential expertise of the University, through those who work and study at the University, including but not limited to:
 - purchasing special equipment or resources which the University would not have otherwise been able to afford or obtain
 - employing or engaging employees with qualifications which the University would not otherwise have been able to employ or engage
 - the construction of buildings to increase student capacity in a specific field of study
 - commercialisation of research projects and innovations including the protection of intellectual property, and
 - activities which increase the assets and potential income of the University, Rockhampton.
- 2.4 The endowment can be added to by other donors who share the FAPEX vision and method of support.

This Committee is the custodian of the FAPEX bequest, in accordance with the FAPEX Memorandum, by overseeing the promotion, disbursement and management of FAPEX funds, including reviewing applications for funding, determining recipients and providing reports to Council.

This Committee's functions and responsibilities are to:

- 2.5 Disburse up to 49 per cent of the annual income earned from the FAPEX endowment in support of projects that will foster expertise or income generation for the benefit of the University's Rockhampton campus.
- 2.6 Select by majority vote, the projects to be supported.
- 2.7 Determine the annual amount available for disbursement as FAPEX grants.
- 2.8 Oversee guidelines for awarding, monitoring and evaluating FAPEX grants.
- 2.9 Oversee annual appreciation and recognition activity to honour the benefactor and family.

3 REFERRAL OF MATTERS

In exercising its responsibilities, this Committee may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees as appropriate.

4 MEMBERSHIP AND TERMS OF OFFICE

This Committee shall comprise:

Ex-officio members:

- Associate Vice-President (Rockhampton Region)
- Director Strategic Engagement

Nominated member:

- One external member of the University Council, nominated by the Chancellor.

All members are expected to represent and maintain effective communications between their business area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Ex-officio members may send a nominee when unable to attend a meeting.

The nominated member will serve for the term of their Council membership.

5 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on either a standing or ad hoc basis. Attendees with rights of audience and debate may participate in meetings, but have no voting rights.

Employees and external stakeholders may request the opportunity to address the Committee. The Chair will consider and determine these requests.

6 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

7 CHAIR

The Chair will be the nominated member.

The Chair will nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

8 SECRETARY

The Director Strategic Engagement will nominate the Secretary.

9 CASUAL VACANCIES

A casual vacancy will be filled as specified in accordance with the original nomination requirements.

10 QUORUM

The quorum for a committee meeting shall be 50 per cent of the membership.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next committee meeting before those decisions can be action.

11 CONFLICT OF INTEREST

Committee members must declare to the Chair any real, perceived or potential conflict of interest they may have with any item on agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

12 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee will meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members (flying minute) and electronically approved by at least a quorum of members.

Committee members must fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

13 AGENDAS AND MINUTES

Agenda papers will be distributed at least five working days prior to the meeting, via email. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary no later than eight working days prior to the forthcoming meeting.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

14 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

15 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|------------------------------|-----------------------------------|
| Approval Authority | Council |
| Delegated Approval Authority | Audit, Risk and Finance Committee |
| Advisory Committee | N/A |
| Required Consultation | N/A |
| Administrator | Director Strategic Engagement |
| Next Review Date | 10/11/2024 |

| Approval and Amendment History | Details |
|--------------------------------------|--|
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| Notes | |