

SOCIAL INNOVATION ENGAGEMENT COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

The Social Innovation Engagement Committee will provide reports, recommendations and/or advice to the Vice-Chancellor and President.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee is responsible for ensuring the development of social innovation projects, curriculum, training initiatives and other activities.

This Committee's functions and responsibilities are to:

- 2.1 Advise and report to the Vice-Chancellor and President on the development and implementation of the Social Innovation Strategy at the University. Through this Committee, the University will ensure that the social innovation agenda it develops and implements is aligned with broader University strategic goals, has impact and is relevant to the needs of our students, our employees and our communities.
- 2.2 Provide strategic advice and direction to the Vice-Chancellor and President to ensure the most effective, impactful and valuable development of social innovation projects, curriculum, training initiatives, and other activities.
- 2.3 Achieve successful leadership of social innovation and extensive development of social innovation experiences, courses, workshops, projects and opportunities across the University and, where possible, in partnership with its communities.
- 2.4 Ensure the development of a robust, achievable and effective project plan for social innovation.

- 2.5 Remove obstacles to ensure the successful delivery of the agreed project plan.
- 2.6 Champion the University's social innovation agenda within and outside of the University.
- 2.7 Maintain a focus on the agreed outcomes and benefits of the social innovation strategy.
- 2.8 Monitor and manage, where possible, factors critical to the success of the social innovation strategy.

3 REFERRAL OF MATTERS

This Committee may refer any item to the University Management Committee for discussion, consideration and/or action, and may refer relevant matters for action or noting to other Committees or officers as appropriate.

4 SUB-COMMITTEES

This Committee may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The Committee may co-opt employees to serve on its sub-committees and/or working parties.

This Committee will receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

This Committee will comprise:

Ex-officio members:

- Vice-Chancellor and President
- Vice-President (Academic)
- Director Strategic Engagement
- Director Learning Design and Innovation
- Program Manager/s, Social Innovation.

Appointed members:

- five to eight external representatives aligned with the focus areas encompassed in the social innovation strategy.

Nominated members:

- one representative of the Student Representative Council, nominated by the Student Representative Council.

Elected members:

- one academic employee
- one vocational education and training (VET) educational employee
- one professional employee.

Co-opted members:

- such other members co-opted by the Chair to provide input into particular matters and ensure representation consistent with the Committee's responsibilities.

All members are expected to represent and maintain effective communications between their organisational 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.

Terms of office

Ex-officio members will serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings, or nominate a standing nominee with the Chair's approval.

Appointed members will serve for a term of up to two years, and may serve no more than two consecutive terms on the Committee. Nominations for new appointed members may be submitted by any committee member to the Chair who will circulate all nominations to the existing membership for consideration.

Elected members will serve for a term of up to two years. To ensure continuity of Committee operations, one half of the elected members will initially serve for a term of one year, with all elected members subsequently serving for a term of two years.

The student member will serve for a term of one year and may serve for no more than two consecutive terms on the Committee. To retain membership, the student member must maintain enrolment with the University.

Leave of absence

Where a member is aware that they will be absent from the University and unable to attend Committee meetings for an extended period of time, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on leave of absence at the time of the meeting.

6 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings:

- Chief Operating Officer
- Vice-Presidents
- Deputy Vice-Presidents
- President, Academic Board
- Secretary, Academic Board.

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

7 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.

8 CHAIR AND DEPUTY CHAIR

The Chair will be the Director Strategic Engagement.

The Deputy Chair will be the Program Manager/s Social Innovation.

The Chair will nominate an alternate Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

9 SECRETARY

The Director Strategic Engagement will nominate the Secretary.

10 CASUAL VACANCIES

A casual vacancy for appointed or nominated members will be filled in accordance with the original requirements.

11 REMOVAL OF A MEMBER FROM OFFICE

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a Committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Committee to have their membership reinstated.

12 QUORUM

A quorum for the Committee meeting is defined as 50 per cent of the membership, plus one.

Where 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 by the Committee by flying minute or at the next Committee meeting before those decisions can be actioned.

13 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 the Committee's 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](#).

14 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee will determine its meeting schedule annually in advance and meet as scheduled.

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

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

15 ACCESS TO RESOURCES

External committee members will be provided with access to any resources they reasonably require to fulfil their duties as a Committee member.

16 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. 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 by the specified submission deadline.

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 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.

17 EVALUATION AND REVIEW

To ensure this Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Vice-Chancellor and President, via the University Management Committee, along with any information the Vice-Chancellor and President requests to facilitate its review of the Committee's performance and its membership.

18 RELATED LEGISLATION AND DOCUMENTS

[Election of Members to University Committees Procedure](#)

Social Innovation Strategy

19 FEEDBACK

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

20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Director Strategic Engagement
Next Review Date	19/02/2024

Approval and Amendment History	Details
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Notes	This document was formerly known as the Social Innovation Committee Advisory Group Terms of Reference (updated 24/05/2017).