1 ESTABLISHMENT

The Campus Life Committee (Region Specific) Committee is a sub-committee of Campus Life (Whole University) Committee, and will provide reports and/or advice to their region’s Associate Vice-Chancellor.

2 FUNCTIONS AND RESPONSIBILITIES

The Committee’s functions and responsibilities, as determined by the Deputy Vice-Chancellor (Engagement and Campuses) in consultation with Associate Vice-Chancellors, are to:

2.1 Explore opportunities to enhance “the university experience” staff and students through the pursuit of activities, events, services and social opportunities that will contribute to a more interactive, enjoyable campus atmosphere.

2.2 Contribute to student happiness, wellbeing, and reduced attrition and dissatisfaction, through the pursuit of the aforementioned opportunities.

2.3 Provide a vehicle for formal discussion on, and submission of proposals for Student Amenities Fee funded initiatives (taking into account the University’s application and funding guidelines for Structural Adjustment Funds).

3 REFERRAL OF MATTERS

The Committee may refer any item the Associate Vice-Chancellor or other University representative as appropriate, for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate. In addition, items that are strategic in nature or relating to University-wide precedent may be referred to the Whole of University Campus Life Committee for discussion, consideration and/or action.
4 SUB-COMMITTEES

The 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 shall 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

The Committee shall comprise:

Ex-officio members:

- Associate Vice-Chancellor (or their representative or standing nominee)

Nominated members:

- Two or more staff representatives, appointed through an expression of interest process coordinated by the Associate Vice-Chancellor or their nominated representative.

- Two or more student representatives, appointed through an expression of interest process coordinated by the Associate Vice-Chancellor or their nominated representative.

It is recommended that, where appropriate, staff and student members are representative of a cross section of vocational and degree disciplines, as well as academic/teaching and professional staff cohorts.

Ex-officio members’ term of office is ongoing.

Nominated members shall serve for a term of 12 months. Staff members may serve a maximum of three consecutive terms of office or until their period of employment expires, whichever comes first. Student members may serve a maximum of three consecutive terms of office or until their period of enrolment expires, whichever comes first. Where necessary, staff and students may extend their service past the recommended three consecutive terms with the approval of the Associate Vice-Chancellor (or their nominee).

New members will be appointed through an expression of interest process coordinated by the Chair on an as needs basis. In the case of an outgoing chair, the expression of interest process must be conducted and finalised prior to the expiration of the chair’s term of office.

The Committee’s membership must include appropriate gender representation.

6 RIGHTS OF AUDIENCE AND DEBATE

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

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

7 CHAIR

The Chair shall be the Associate Vice-Chancellor or their nominee. As an ex-officio member, this appointment is ongoing.

The Chair will organise the committee meeting schedule, manage each meeting according to an agenda set in advance, exercise the deciding vote in hung committee decisions, and represent the activities of the committee to the Associate Vice-Chancellor and/or the Deputy Vice-Chancellor (Engagement and Campuses).

In the absence of the Chair, the members present will elect one of their number as chair of that meeting.
8  SECRETARY

Appointment of the Secretary will be made at the first committee meeting by a majority vote of the committee members.

The Secretary shall serve for an initial period of 12 months, after which time a new Secretary will be appointed, or the current Secretary reappointed, in the manner described above. The Secretary may serve for up to three consecutive 12 month terms, or an unlimited number of non-consecutive terms. If no nominations for the position of Secretary are received, the current Secretary will be automatically reappointed until a replacement is identified.

9  CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the original nomination requirements.

10  REMOVAL OF A MEMBER FROM OFFICE

The 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.

11  QUORUM

The quorum for a committee meeting shall be 50% of the membership, plus one. Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines, however where possible it is recommended that the meeting continue as scheduled.

12  CONFLICT OF INTEREST

Committee members are required to 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 must not be present when the committee considers that matter.

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

13  MEETINGS

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means. Committee meetings shall occur regularly, with no fewer than five meetings per year, as determined annually in advance by the Committee. Meetings will be held at a convenient location on campus unless otherwise specified.

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.

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

14  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.
15 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.

16 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting, via the Committee Portal where possible. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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.

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.

17 EVALUATION AND REVIEW

To ensure the 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 Associate Vice-Chancellor, along with any information the Associate Vice-Chancellor or Deputy Vice-Chancellor (Engagement and Campuses) requests to facilitate its review of the Committee’s performance and its membership.

The Committee will produce an annual report summarizing member attendance, resolutions and outcomes for each meeting for that year, such report to be submitted to the Associate Vice-Chancellor within 15 working days after the final meeting for the year.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and present any amendments, to the Vice-Chancellor’s Advisory Committee for approval.

18 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

19 APPROVAL AND REVIEW DETAILS

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<tr>
<td>Approval Authority</td>
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<tr>
<td>Administrator</td>
<td>Deputy Vice-Chancellor (Engagement, Campuses &amp; Mackay-Whitsunday Region)</td>
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