

Academic Information Management System (NeXus 2) Project Board

1 ESTABLISHMENT

This Committee was established by Mark Western, Project Manager in line with University Project Governance on 25th August 2015 and will provide effective project governance and executive level leadership over the Academic Information Management System (NeXus 2) Project and project team.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions are to:

- 2.1 Ensure that Academic Information Management System (NeXus 2) manages its activities and resources to attain the achievement of the stated project objectives in a timely and cost efficient manner.
- 2.2 Ensure that the Project operates in the best interests of the University and complies with accepted practice in project management and project governance.
- 2.3 Ensure that the Project delivers outcomes that support the overall University Vision and Strategy for Achieving Teaching Excellence therefore enhancing Engaged Learning and Teaching to support the student journey.

This Committee is responsible for the approval and/or recommendation to the relevant CQUniversity Committee where necessary on:

- 2.4 Project scope and the supporting project plan(s).
- 2.5 Project budget (subject to the University's budget approval process).
- 2.6 Significant changes to the project scope and project.

3 REFERRAL OF MATTERS

In exercising its responsibilities, this Committee may refer any item to the ICT Investment and Projects Committee for discussion, consideration and/or action.

This Committee may refer relevant matters for action or noting to other committees as appropriate.

4 COMMITTEES

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee, and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The membership of this Committee shall be:

- Provost, (Chair)
- DVC (International and Services)

- DVC (Student Experience and Governance)
- Pro Vice Chancellor (Learning and Teaching)
- Chief Information Officer
- Director, Governance

All members are appointed on an ex-officio basis and the Academic Information Management System (NeXus 2) Board will continue for the period in which the Academic Information Management System (NeXus 2) project continues to operate. In order to ensure continuity, each member should inform the Chair, through the Secretary to the Committee, their nominee for those meetings for which they may not be able to attend.

6 RIGHTS OF AUDIENCE AND DEBATE

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

The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Project Manager (CQUniversity) – (non-voting – right of attendance and debate only)
- Project Lead (CQUniversity) - (non-voting – right of attendance and debate only)

7 CHAIR

Provost is Chair of the Academic Information Management System (NeXus 2) Board and where necessary will appoint a nominee to act as Chair in his/her absence.

8 SECRETARY

The Academic Information Management System (NeXus 2) Board shall be administered and supported by an ITD Business Support administrative staff member identified and appointed by the Board.

9 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the Election of Members to University Committees Procedures.

10 QUORUM

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

11 CONFLICT OF INTEREST

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

12 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Committee meetings shall be held on a monthly basis or as otherwise considered appropriate by the Chair.

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

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

13 OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

14 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days prior to the meeting, via hard copy and online. For online agendas: Members will be notified by email of the location and availability of material.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than eight working days working days prior to the forthcoming meeting.

Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting. If this is not an option, the agenda documentation is easily printed from the website.

Committee records are subject to the *Public Records Act 2002 Qld* and therefore must be retained in accordance with the University's records management policy. Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the Chair of the committee. All committee documentation shall be retained in the University's primary electronic records management system.

Minutes are to be prepared for each committee meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all committee members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.

15 REPORTING

This Committee reports on the status of the Academic Information Management System (NeXus 2) to the ICT Investment and Projects Committee, as part of a tabularised status report on major ICT Projects. The ICT Investment and Projects Committee is a subcommittee of Executive Management Committee.

16 EVALUATION AND REVIEW

Consideration of the effectiveness and function of the Academic Information Management System (NeXus 2) Board will be included in the terms of reference for the Academic Information Management System (NeXus 2) post implementation review which will be scheduled at the conclusion of the Project's activities.

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Academic Support System Project Board
Administrator	Chief, Information Officer
Next Review Date	11/11/2018

Approval and Amendment History	Details
Original Approval Authority and Date	11/11/2015
Amendment Authority and Date	