

# CAMPUS LIFE COMMITTEE TERMS OF REFERENCE



## Contents

1	ESTABLISHMENT.....	1
2	FUNCTIONS AND RESPONSIBILITIES .....	1
3	REFERRAL OF MATTERS .....	1
4	MEMBERSHIP AND TERMS OF OFFICE .....	2
5	RIGHTS OF AUDIENCE AND DEBATE .....	2
6	OBSERVERS.....	2
7	CHAIR.....	2
8	SECRETARY .....	2
9	CASUAL VACANCIES .....	3
10	REMOVAL OF A MEMBER FROM OFFICE .....	3
11	QUORUM .....	3
12	CONFLICT OF INTEREST.....	3
13	MEETINGS .....	3
14	ACCESS TO RESOURCES .....	3
15	AGENDAS AND MINUTES .....	3
16	EVALUATION AND REVIEW .....	4
17	FEEDBACK .....	4
18	APPROVAL AND REVIEW DETAILS.....	4

## 1 ESTABLISHMENT

The Vice-Chancellor and President established region based Campus Life Committees to provide reports and/or advice to a region's Associate Vice-Chancellor. A Committee will be established in each CQUniversity region where an on-campus student cohort and/or an active distance student cohort exists.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Explore opportunities to enhance "the university experience" of employees 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 to 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.

## **4 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 employees, nominated through an expression of interest process coordinated by the Associate Vice-Chancellor or their nominated representative.
- Two or more students, nominated through an expression of interest process coordinated by the Associate Vice-Chancellor or their nominated representative.

Ex-officio members shall serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings, or nominate a standing nominee.

Nominated members shall serve for a term of 12 months. Members may serve a maximum of three consecutive terms of office or until their period of employment/enrolment expires, whichever comes first. Where necessary, members 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.

Where appropriate, employee and student members will be representative of a cross section of vocational and degree disciplines, and academic/teaching and professional employee cohorts.

Gender representation on the Committee's membership is encouraged.

## **5 RIGHTS OF AUDIENCE AND DEBATE**

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

Employees and external stakeholders may request the opportunity to address the Committee at any time. 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 shall be the Associate Vice-Chancellor or their nominee.

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 members.

The Secretary shall serve for a period of 12 months, after which time a new Secretary will be appointed, or the current Secretary reappointed, by a majority vote of members. The Secretary may serve for up to three consecutive 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.

Where a member of 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.

## **11 QUORUM**

The quorum for a Committee meeting is defined as 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 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](#).

## **13 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee shall determine its meeting schedule annually in advance and meet as scheduled, with no fewer than five meetings per year. 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 AGENDAS AND MINUTES**

Agendas and associated documentation will be distributed at least three working days before the meeting. 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 Chair 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.

## 16 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of performance against these Terms of Reference and provide that information to the Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region), along with any information the Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region) requests to facilitate a review of the Committee's performance and membership.

The Committee will produce an annual report summarising 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 provide a report, including any recommendations, to the Vice-Chancellor and President through the Vice-Chancellor's Advisory Committee.

## 17 FEEDBACK

University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 18 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region)
Next Review Date	13/05/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 07/08/2012
Amendment Authority and Date	Vice-Chancellor and President 18/03/2015; Vice-Chancellor and President 12/04/2017; Administrator Approved – Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region) 13/05/2019.
Notes	This document was formerly known as the Campus Life (Region Specific) Committee Terms of Reference 12/04/2017).