

## COUNCIL COMMITTEE MEMBERSHIP

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### 1 PURPOSE

The Council of Central Queensland University has a number of Committees which are established from time to time. The Committees are established to ensure the Council's effectiveness and operations through their in-depth consideration of issues and facilitation of Council's ability to discharge its responsibilities judiciously and effectively.

The Council Committees perform four main functions:

- doing preparatory work leading up to decisions
- carrying out tasks on behalf of the governing body
- implementing certain operations and activities, and
- serving as a training ground.

### 2 SCOPE

This document applies to all sub-committees of the University Council, whether new or existing.

**3 EFFECTIVE DATE**      2 February 2015

### 4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998 Qld](#)

### 5 POLICY STATEMENT

Committees should be established when at least one of the following conditions occur:

- an area of activity requires more in-depth review and consideration than can be provided as part of regular Council meetings
- an area of activity requires specific expertise which is not available on Council
- an area of activity requires confidential discussion and potentially a decision where, because of the conflicts of interest inherent in the current structure of Council, the matter cannot be discussed by Council as a whole
- an area requires decisions, which Council do not wish to delegate to management, but at the same time do not believe that Council as a whole needs to make, and/or
- a committee can better facilitate communication between Council and management in particular, or the University community in general, than is possible using other methods of communication.

The *Central Queensland University Act 1998* s40 provides that Council may establish an Academic Board. The Act does not require the establishment of any Committees of Council. However, it is envisaged that Council may have the following Committees from time to time:

- Academic Board
- Audit, Compliance and Risk Committee
- Chancellor's Committee
- Ceremonial and Honorary Awards Committee, and
- Planning and Resources Committee.

## 6 PROCEDURE

When a Committee of Council is established, or the term of office of a Committee member expires, or membership of a Committee becomes vacant by any other reason, the following procedures will be followed.

### Call for Expressions of Interest

- 6.1 The Secretary to Council will call for expressions of interest from Council members regarding the Committees on which they would wish to serve.

### Invitation from Chancellor

- 6.2 Taking into consideration the expressions of interest, the Chancellor shall invite members of Council to serve on various Committees as required.
- 6.3 The Chancellor will make a recommendation to Council in relation to the membership of the Audit, Compliance and Risk Committee and the Chancellor's Committee. Membership to both of these Committees will be by resolution of the Council.
- 6.4 Membership of Council Committees other than the Audit, Compliance and Risk Committee and the Chancellor's Committee will be at the invitation of the Chancellor.

### Committee Members' Term of Office

- 6.5 In all cases, the term of office for a Committee member will be as prescribed in the relevant Committee's Terms of Reference.

## 7 RESPONSIBILITIES

### Compliance, Monitoring and Review

- 7.1 The Secretary to Council is responsible for ensuring compliance with and review of this document.

### Reporting

- 7.2 There are no reporting requirements.

### Records Management

- 7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

## 8 DEFINITIONS

Nil.

## 9 RELATED LEGISLATION AND DOCUMENTS

There are no related legislation or documents.

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	30/01/2018

Approval and Amendment History	Details
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