

# FUND FOR ACCESSING POTENTIAL EXPERTISE (FAPEX) COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Fund for Accessing Potential Expertise (FAPEX) Committee is a sub-committee of the Central Queensland University Council and will provide advice, recommendations and reports to the Council.

## 2 FUNCTIONS AND RESPONSIBILITIES

The FAPEX Committee is the custodian of the FAPEX bequest, in accordance with the FAPEX Memorandum and the [FAPEX Policy](#), by overseeing the promotion, disbursement and management of FAPEX funds, including reviewing applications for funding, determining recipients and providing reports to the University Council.

The Committee's functions and responsibilities are to:

- 2.1 Disburse 49% of the annual income earned from the FAPEX endowment in support of projects that will foster expertise or income generation for the benefit of the CQUniversity Rockhampton campus.
- 2.2 Select by majority vote, the projects to be supported.
- 2.3 Determine the annual amount available for disbursement as FAPEX grants.
- 2.4 Oversee guidelines for awarding, monitoring and evaluating FAPEX grants.
- 2.5 Oversee annual appreciation and recognition activity to honour the benefactor and family.

## 3 REFERRAL OF MATTERS

In exercising its responsibilities, this Committee may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees as appropriate.

## **4 MEMBERSHIP AND TERMS OF OFFICE**

The Committee shall comprise:

Ex-officio members:

- Associate Vice Chancellor (Rockhampton Region)
- Director, Vice-Chancellor and President Office and Development

Nominated members:

- One external member of the University Council, nominated by the Chancellor

Ex-officio members may send a nominee when unable to attend a meeting.

The nominated member shall serve for the term of their Council membership.

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

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

## **6 CHAIR**

The Chair shall be the nominated member.

The Chair shall nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

## **7 SECRETARY**

The Director, Vice-Chancellor and President Office and Development shall nominate the Secretary.

## **8 CASUAL VACANCIES**

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

## **9 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. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next committee meeting before those decisions can be actioned.

## **10 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](#).

## **11 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.

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.

## 12 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.

## 13 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days prior to the meeting, via email. 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 no later than eight working days prior to the forthcoming meeting.

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 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.

## 14 EVALUATION AND REVIEW

To ensure that this Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Council, along with any information the Council requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these Terms of Reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to Council.

## 15 FEEDBACK

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

## 16 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Director, Vice-Chancellor and President's Office and Development
Next Review Date	19/11/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Council 25/08/2016
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Notes	