

# INDIGENOUS STUDENT SUPPORT PROGRAM COMMITTEE TERMS OF REFERENCE



## Contents

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

## 1 ESTABLISHMENT

The Indigenous Student Support Program (ISSP) Committee has been established as a governance mechanism to meet the eligibility requirements of the [Indigenous Student Assistance Grants Guidelines 2017](#) (Cwlth).

## 2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Provide advice on, review, make recommendations and monitor the use of ISSP grants.
- 2.2 Provide input into the annual ISSP Performance Report.
- 2.3 Advise the Vice-Chancellor and President on matters in respect to ISSP.
- 2.4 Report annually on ISSP grant outcomes to Vice-Chancellor and President through the Vice-Chancellor's Advisory Committee.

## 3 REFERRAL OF MATTERS

The 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 or officers as appropriate.

## 4 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:

- Pro Vice-Chancellor (Indigenous Engagement)
- Deputy Director, Student Life and Wellbeing

- Chair, Student Participation and Retention Committee
- Coordinator Indigenous Student Support

Nominated members:

- Two Indigenous Academic staff nominated by the Chair.

All members are expected to represent their full constituency and maintain effective communications between their school/division/unit and the Committee, as appropriate.

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee. Ex-officio members must have prior approval from the Chair for a nominee to attend a meeting in their absence.

Nominated members shall serve for a term of two years.

The Committee's membership must:

- be constituted by a majority of Indigenous persons, each of whom has skills and experience relevant to the role
- meets the requirements of the ISSP Grant Guidelines as stated in Part 3, Section 11(iii), and
- include appropriate gender representation.

## **5 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.

## **6 CHAIR**

The Chair shall be the Pro Vice-Chancellor (Indigenous Engagement).

In situations where no Indigenous person holds the position of Pro-Vice Chancellor (Indigenous Engagement) the Committee will seek advice from the Department of Prime Minister and Cabinet for the appointment of a suitable Chair.

The Chair shall serve for the duration of their appointment.

The Chair/Committee shall nominate an Alternate Chair if the Chair is unable to attend a scheduled meeting.

## **7 SECRETARY**

The Pro Vice-Chancellor (Indigenous Engagement) shall nominate the Secretary.

## **8 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 or 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.

## **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. Committee meetings shall be held as determined by the Chair, but no less than four times per year.

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 before the meeting. 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 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 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 Vice-Chancellor's Advisory Committee, along with any information the Vice-Chancellor and President 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 the Vice-Chancellor's Advisory Committee.

## 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	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Pro Vice-Chancellor (Indigenous Engagement)
Next Review Date	4/05/2020

Approval and Amendment History	Details
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Notes	