

SOCIAL INNOVATION ENGAGEMENT COMMITTEE TERMS OF REFERENCE



Contents

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

1 ESTABLISHMENT

The Social Innovation Engagement Committee is a sub-committee of Academic Board, and will provide reports, recommendations and/or advice to Academic Board, and advice to the Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region) and Director, Social Innovation.

2 FUNCTIONS AND RESPONSIBILITIES

The Social Innovation Engagement Committee is responsible for ensuring the development of social innovation projects, curriculum, training initiatives and other activities.

The Committee's functions and responsibilities are to:

- 2.1 Advise and report to Academic Board on the development and implementation of the Social Innovation Strategy at CQUniversity. Through the Committee, the University will ensure that the social innovation agenda it develops and implements is aligned with broader University strategic goals, has impact and is relevant to the needs of our students, our staff and our communities.
- 2.2 Provide strategic advice and direction to the Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region) and Director, Social Innovation to ensure the most effective, impactful and valuable development of social innovation projects, curriculum, training initiatives, and other activities.
- 2.3 Achieve successful leadership of social innovation and extensive development of social innovation experiences, courses, workshops, projects and opportunities across the University and, where possible, in partnership with its communities.

- 2.4 Ensure the development of a robust, achievable and effective project plan for social innovation.
- 2.5 Remove obstacles to ensure the successful delivery of the agreed project plan.
- 2.6 Champion the University's social innovation agenda within and outside of the University.
- 2.7 Maintain at all times a focus on the agreed outcomes and benefits of the social innovation strategy.
- 2.8 Monitor and manage, where possible, factors critical to the success of the social innovation strategy.

3 REFERRAL OF MATTERS

The Committee may refer any item to Academic Board for discussion, consideration and/or action, and may refer relevant matters for action or noting to other Committees or officers as appropriate.

4 SUB-COMMITTEES

The Committee may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The Terms of Reference of any sub-committee which has a role in the University's academic governance processes must be approved by Academic Board. The Committee may co-opt employees to serve on its sub-committees and/or working parties.

The Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:

- Vice-Chancellor and President
- Provost
- Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region)
- Director, Social Innovation
- Associate Director Academic, Social Innovation.

Appointed members:

- Five to eight external representatives aligned with the focus areas encompassed in the social innovation strategy.

Nominated members:

- One representative of the Student Representative Council, nominated by the Student Representative Council.

Elected members:

- One academic employee
- One vocational education and training (VET) educational employee
- One professional employee

Co-opted members:

- Such other members co-opted by the Chair to provide input into particular matters and ensure representation consistent with the Committee's responsibilities.

Gender representation on the Committee's membership is encouraged.

All members are expected to represent and maintain effective communications between their organisational area and the Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Terms of office

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.

Appointed members shall serve for a term of up to two years, and may serve no more than two consecutive terms on the Committee. Nominations for new appointed members may be submitted by any member of the Committee to the Chair who will circulate all nominations to the existing membership for consideration.

Elected members shall serve for a term of up to two years. To ensure continuity of Committee operations, one half of the elected members shall initially serve for a term of one year, with all elected members subsequently serving for a term of two years.

The student member shall serve for a term of one year and may serve for no more than two consecutive terms on the Committee. To retain membership, the student member must maintain enrolment with the University.

Leave of absence

Where a member is aware that they will be absent from the University and unable to attend Committee meetings for an extended period of time, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on leave of absence at the time of the meeting.

6 RIGHTS OF AUDIENCE AND DEBATE

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

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings:

- President, Academic Board
- Academic Board members
- Secretary, Academic Board
- Deputy Vice-Chancellors.

Employees and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

7 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.

8 CHAIR AND DEPUTY CHAIR

The Chair shall be the Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region).

The Deputy Chair shall be the Director, Social Innovation.

The Chair shall nominate an alternate Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

9 SECRETARY

The Secretary, Academic Board shall nominate the Secretary.

10 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the [University Committees Membership Procedure](#).

11 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.

12 QUORUM

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

Where 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 by the Committee by flying minute or at the next Committee meeting before those decisions can be actioned.

13 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](#).

14 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 (flying minute).

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

15 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.

16 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. 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 Secretary in accordance with the University's records management policy.

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.

17 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 Academic Board, along with any information Academic Board 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 Academic Board.

18 RELATED LEGISLATION AND DOCUMENTS

Social Innovation Strategy

[University Committees Membership Procedure](#)

19 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Social Innovation Engagement Committee
Administrator	Secretary, Academic Board
Next Review Date	29/05/2021

Approval and Amendment History	Details
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Notes	Replaces Social Innovation Committee Advisory Group Terms of Reference