

# VICE-CHANCELLOR'S ADVISORY 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 .....	2
7	CHAIR .....	3
8	SECRETARY .....	3
9	QUORUM.....	3
10	CONFLICT OF INTEREST .....	3
11	MEETINGS .....	3
12	OBSERVERS.....	3
13	AGENDAS AND MINUTES.....	3
14	EVALUATION AND REVIEW .....	4
15	FEEDBACK.....	4
16	APPROVAL AND REVIEW DETAILS.....	5

## 1 ESTABLISHMENT

This Committee was established by the Vice-Chancellor and President on 24 August 2009 and will report and provide recommendations to the Vice-Chancellor and President.

## 2 FUNCTIONS AND RESPONSIBILITIES

- 2.1 The Vice-Chancellor and President, under the power of the [Central Queensland University Act 1998](#), is the Chief Executive Officer of the University and has the authority delegated by the Council to exercise certain powers and perform certain functions required for the running of the University. The Vice-Chancellor and President is supported in decision making by this Committee.
- 2.2 In principle, matters taking Vice-Chancellor's Advisory Committee time are matters of significance to the leadership, management and performance of the University.
- 2.3 The objectives of this Committee are to:
  - a) advise on the strategic development and advancement of the University
  - b) monitor the ongoing development and implementation of a robust policy framework and effective management systems and processes aligned to the strategic intent of the University as expressed in its vision and mission
  - c) monitor and review performance across the University to improve strategically aligned outcomes
  - d) ensure the efficient and effective utilisation of University resources
  - e) be a forum in which Committee members may raise issues and seek advice from other members
  - f) consider and provide advice on other matters for which the Vice-Chancellor and President exercises responsibility.

### **3 REFERRAL OF MATTERS**

In exercising its responsibilities, this Committee may refer any item to Council and its sub-committees for discussion, consideration and/or action.

This Committee may refer relevant matters for action or noting to other committees as appropriate.

### **4 SUB-COMMITTEES**

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each standing committee shall be approved by this Committee, and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

### **5 MEMBERSHIP AND TERMS OF OFFICE**

The Committee shall comprise:

Ex-officio members:

- Vice-Chancellor and President
- Provost
- Deputy Vice-Chancellors
- Pro Vice-Chancellors
- Associate Vice-Chancellors
- Deans
- Engaged Research Chairs
- Directors
- President, Academic Board
- Chair, Student Representative Council

Nominated members:

- One Academic Professor<sup>1</sup> (not including adjunct, emeritus or honorary professors), nominated by the Vice-Chancellor and President.

Nominated members shall serve for a term of two years.

Where an ex-officio member is unable to attend, they may send a nominee as their proxy. Nominated members who are unable to attend are not at liberty to send a proxy to the meeting.

### **6 RIGHTS OF AUDIENCE AND DEBATE**

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

The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Deputy Deans (VET)
- Vocational Quality Manager
- Associate Deans

---

<sup>1</sup> Academic Professor is defined as a person whose primary responsibilities are teaching and research, teaching scholar or principal researcher.

- Deputy Directors
- University Solicitor.

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

## **7 CHAIR**

The Vice-Chancellor and President shall be the Chair.

In the absence of the Chair, the Vice-Chancellor and President will nominate a chair for that meeting.

## **8 SECRETARY**

The Director, Governance shall nominate the Secretary.

## **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.

## **10 CONFLICT OF INTEREST**

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Committee's agenda.

If a Committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## **11 MEETINGS**

This Committee will meet every four weeks.

A meeting schedule will be drafted prior to the forthcoming year which will provide the dates of each meeting.

Committee meetings may be held by telephone, videoconference, or other electronic means.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

## **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**

Proposals for agenda items from Committee members require the Vice-Chancellor and President's consideration and approval. All items must be presented with an agenda item coversheet which clearly identifies the action required by this Committee.

All agenda items must be sponsored by and submitted through the relevant Senior Executive.

Agendas and associated documentation will be distributed four working days prior to the meeting, via the Committee Page on StaffNet. Members will be notified by email of the location and availability of material.

Except with the express permission of the Chair, late agenda items will not be accepted, nor will the tabling of agenda items. All agenda items including focus items, powerpoint presentations and handouts must be submitted to the Secretary no later than eight working days prior to the forthcoming meeting.

Members are encouraged to bring laptops/iPads to the meetings and view the agenda online during the meeting.

Committee records are subject to the Queensland [Public Records Act 2002](#) and therefore must be retained in accordance with the University's [Records Management Policy and Procedure](#). Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the Chair of the committee. All committee documentation shall be retained in the University's primary electronic records management system.

Minutes are to be prepared for each Committee meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all Committee members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next Committee meeting.

## **14 EVALUATION AND REVIEW**

The Vice-Chancellor and President will conduct an annual review of this Committee.

In order 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 Vice-Chancellor and President
- provide any information the Vice-Chancellor and President may request to facilitate its review of the Committee's performance and its members.

This Committee shall review its Terms of Reference every two years and provide a report, including any recommendations, to the Vice-Chancellor and President.

## **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	Director, Vice-Chancellor and President Office and Development
Next Review Date	6/06/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 24/08/2009
Amendment Authority and Date	Vice-Chancellor's Advisory Committee 06/04/2010; Vice-Chancellor and President 04/11/2010; Acting University Secretary 14/01/2011; University Secretary and Director, Vice-Chancellor and President's Division 03/05/2011; Vice-Chancellor and President 09/05/ 2011; Vice-Chancellor and President 20/06/2011; Vice-Chancellor and President 22/09/2011; Vice-Chancellor and President 06/12/2011; Vice-Chancellor and President 12/03/2012; Vice-Chancellor and President 27/03/2012; Vice-Chancellor President 17/04/2012; Vice-Chancellor and President 28/05/2012; Vice-Chancellor and President 19/07/2012; Vice-Chancellor and President 02/08/2012; Vice-Chancellor and President 16/10/2012; Vice-Chancellor and President 21/11/2012; Vice-Chancellor and President 02/07/2014; Vice-Chancellor and President 14/12/2016; Vice-Chancellor and President 6/06/2018.
Notes	