

# VOCATIONAL EDUCATION AND TRAINING (VET) BUSINESS PROCESS AND SYSTEMS RE-ENGINEERING PROJECT BOARD TERMS OF REFERENCE



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## 1 ESTABLISHMENT

This Project Board was established to provide effective project governance for the Vocational Education and Training (VET) Business Process and Systems Re-engineering Project.

The Project Board has been formed to enable VET business process re-engineering and systems configuration to support the VET business processes. Its primary aim is to lead the streamlining of VET processes and systems that enable VET business growth into the future. The project will focus on revenue, regulatory and reputational issues with a view to not only fixing current issues, but also implementing new, more contemporary and efficient systems and processes for CQUniversity's VET business.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Board's functions and responsibilities are to:

- 2.1 Approve and/or make recommendations, where necessary, in the areas of:
  - project scope and the supporting project plan/s
  - project budget (subject to the University's budget approval processes)
  - significant changes to the project scope and project plan/s, and
  - project risks and risk mitigation strategies.
- 2.2 Manage its activities and resources towards the achievement of the stated project objectives in a timely and cost efficient manner.
- 2.3 Ensure that the Project operates in the best interests of the University, and complies with accepted principles of good practice in project management and project governance.

### **3 REFERRAL OF MATTERS**

The Board may refer any item to the Executive Management Committee 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 Board may establish standing or ad hoc sub-committees or reference groups and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

The Board 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 Board shall comprise:

Ex-officio members:

- Pro Vice-Chancellor (VET Operations and Growth)
- Deputy Vice-Chancellor (Student Experience and Strategic Development)
- Chief Information and Digital Officer – Project Director
- Deputy Director, Student Governance
- Manager, Student Admissions and Advice Centre
- Manager, Vocational Quality
- Pro Vice-Chancellor (Learning and Teaching)
- Deans and Associate Dean of School
- Deputy Deans (VET)

Nominated members:

- Chairpersons of Reference Groups (as convened from time-to-time)

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

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee. Nominated members shall serve for the duration of the Reference Group.

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

The Board 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:

- Project Manager
- Higher Education Senior Project Manager

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

### **7 CHAIR AND DEPUTY CHAIR**

The Chair shall be the Pro Vice-Chancellor (VET Operations and Growth).

The Chair will:

- lead the Board in the progression of the annual schedule of project work
- ensure that all Project Board members are accountable for their work areas completing their project work and activities responsibly.

The Deputy Chair shall be appointed from the ex-officio members of the Board.

## **8 SECRETARY**

A nominee of the Pro Vice-Chancellor (VET Operations and Growth) shall be the Secretary.

## **9 REMOVAL OF A MEMBER FROM OFFICE**

The Board may terminate a person's membership for misconduct by a vote of two-thirds of those present at a Board 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.

## **10 QUORUM**

The quorum for a board 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, but no more than four weeks from the original scheduled date.

## **11 CONFLICT OF INTEREST**

Board members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Board's agenda.

If the Chair or Board deems a member, including the Project Manager, to have a conflict of interest in a matter before the Board, the member will be excused from board 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](#).

## **12 MEETINGS**

Board meetings may be held face-to face, by telephone, videoconference, or other electronic means. Board meetings shall be held every six weeks until the end of the Project.

Board 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.

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

## **13 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.

## **14 AGENDAS AND MINUTES**

Agendas and associated documentation will be distributed 48 hours before 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 by the specified submission deadline.

Board 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.

## 15 EVALUATION AND REVIEW

To ensure the Board 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 Executive Management Committee, along with any information the Executive Management Committee requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every year, in conjunction with the Board, and provide a report, including any recommendations, to the Executive Management Committee.

## 16 FEEDBACK

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

## 17 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Provost
Advisory Committee to Approval Authority	VET Business Process and Systems Re-engineering Project Board
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	December 2017

Approval and Amendment History	Details
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