

# Academic Board Steering Committee

## Charter

This Charter sets out the functions of the Academic Board Steering Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

### Purpose

The Academic Board Steering Committee ("the Committee") is a standing committee of the Academic Board responsible for managing and scheduling the business of the Academic Board.

### Functions

The functions of the Committee are to—

- plan the annual program of business for the Academic Board, including appropriate topics for strategic discussions;
- develop agendas and meeting papers for meetings of the Academic Board;
- commission papers on academic matters on behalf of the Academic Board for submission to the Academic Board;
- advise and facilitate the flow of business to the Academic Board;
- recommend the issue of circular resolutions on urgent matters for decision by the Academic Board between scheduled meetings of the Academic Board; and
- perform any other function that may be delegated to it by the Academic Board or the Vice-Chancellor with respect to:
  - learning and teaching;
  - research; and
  - research training programs.

### Membership

- Chair: the Chair of the Academic Board
- Deputy Chair/s of the Academic Board
- Deputy Vice-Chancellor Global, Engagement and Quality
- Pro Vice-Chancellor VET and Pathways and Chief Executive, TAFE
- Pro Vice-Chancellor (Research)
- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (Innovation) (optional)
- Chief Learner Experience Officer, or nominee
- Chair, Curriculum Committee
- Chair, Learning and Teaching Quality Committee
- Chair, Research Committee

### Academic Board Steering Committee Chair

The Chair of the Academic Board will chair the Academic Board Steering Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

### **Appointment of Deputy Chair**

The Deputy Chair/s of the Academic Board will act as the Deputy Chair/s of the Academic Board Steering Committee.

### **Responsibilities of Committee members**

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of inclusion, innovation, excellence, empowerment and collaboration.

### **Meetings**

The Committee will meet as required, at least six (6) times per year.

The quorum for a meeting is fifty per cent (50%) of the membership.

Circulars may be used to manage time critical business between meetings and when necessary on behalf of the Academic Board to resolve urgent business, with all decisions to be ratified by the Academic Board at its next meeting.

A joint meeting of the Academic Board Steering Committee and the Vice-Chancellor's Senior Team may be scheduled twice a year.

### **Reporting**

The Committee must report to the Academic Board—

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives

### **Approval and next review date**

Approved: Academic Board 12 November 2024

Next review due: 12 November 2026