



## Terms of Reference

### Academic Board Executive Committee

Trim Location	13/G/3
Responsible Officer	Vice-Chancellor
Approval Date	10/12/2012
Approval Authority	USQ Council

## 1 Committees of Academic Board

The Academic Board shall be assisted in its operation by the following standing committees, each of whom may co-opt members of the University to their membership for such terms as they may decide.

- i. Executive Committee
- ii. Education Committee
- iii. Research Committee

## 2 Executive Committee

### 2.1 Role

The Executive Committee is responsible for the efficient conduct of Academic Board business.

### 2.2 Functions

The functions of the Executive Committee are to:

1. under delegation from the Academic Board, exercise all the functions of the Academic Board during the periods between ordinary meetings of Academic Board on any matter which the Chair, Academic Board has determined to be of an urgent nature that ought not await consideration by the Academic Board at its next meeting;
2. consider and advise on matters related to the business of Academic Board, including the drafting of the Academic Board agenda, and to develop proposals for consideration by Academic Board or its standing committees as may be referred by Academic Board; and

3. recommend to the Vice-Chancellor, or the Vice-Chancellor's delegate, that any Academic Policy of the University be relaxed to provide for exceptional circumstances.\*

*\*The Secretary, Academic Board shall maintain a register of approvals by the Vice-Chancellor, or the Vice-Chancellor's delegate, to invoke the relaxing clause. The register of decisions shall include details concerning the circumstances surrounding the invocation of the clause, and each case will be considered on its own merits. Confidentiality of information must be maintained.*

## **3 Membership**

### **3.1 Membership**

Membership\*\* of the Executive Committee shall be:

1. Chair of the Academic Board (Chairperson)
2. Deputy Chair of the Academic Board
3. Vice-Chancellor
4. Senior Deputy Vice-Chancellor
5. One nominee from the Vice-Chancellor's Committee
6. One Academic Board elected member from the Education Committee
7. One Academic Board elected member from the Research Committee.

*\*\*Additional members, as required, to meet Academic Board Gender Representation requirements.*

### **3.2 Working Parties, Sub-committees, Co-option and Observers**

1. The Academic Board Executive Committee may establish ad hoc working parties as required;
2. The Academic Board Executive Committee may make recommendations to Academic Board to establish sub-committees as required;
3. The Academic Board Executive Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required, noting that such co-opted persons will have no voting rights;
4. By endorsement of the Academic Board Executive Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

### **3.3 Responsibilities of Executive Committee Members**

Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Academic Board Executive Committee in the overall interests and objectives of the University.

### **3.4 Casual Vacancies**

Ex-officio members may nominate a duly appointed acting person to represent them when necessary. An elected member who is absent from two or more consecutive

meetings without having been granted prior leave of absence by the Chair of Academic Board shall be deemed to have vacated the position, resulting in a casual vacancy.

## 4 Meetings, Reporting and Minutes

**Frequency of Meetings:** Six times per year. Special meetings may be called by the Chair as the need arises.

**Reports to:** Academic Board

**Minutes:** For all meetings, minutes shall be kept as provided for in the University's regulation. The Academic Board Executive Committee is expected to work in conjunction with other Standing Committees of Academic Board.

## Modification History

Date	Source	Details
		Previously USQ Calendar Management 3.3 and 3.3.1
26.02.2013	13/G/3	Conversion to new template
19.10.2015		Update of 'Academic Regulation' to 'Academic Policy' in Section 2.2.
22.09.2015	Academic Board	Update to Section 3.1 to include capacity for additional members to meet Academic Board Gender Representation requirements