



Terms of Reference

Academic Board Executive Committee

Trim Location	13/G/3
Responsible Officer	University Secretary
Approval Date	14 November 2017
Approval Authority	Academic Board

1. Role

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

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. Meetings

Meetings will be conducted as for the Academic Board.

3.1. 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. A report and minutes of each Academic Board Executive Committee meeting will be provided to the Academic Board.

The Academic Board Executive Committee is expected to work in conjunction with other Standing Committees of Academic Board.

4. Membership

4.1. Membership

Membership** of the Executive Committee shall be:

1. Chair (Academic Board) (Chairperson)
2. Deputy Chair (Academic Board)
3. Vice-Chancellor, or nominee
4. Senior Deputy Vice-Chancellor, or nominee
5. Chairs of Academic Board Standing Committees, or nominee.

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

4.2. Working Parties, 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 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;
3. By endorsement of the Academic Board Executive Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

4.3. 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.

5. Performance Evaluation

Academic Board Executive Committee will undertake an annual self-evaluation of its performance. The summary report of the evaluation will be submitted to Academic Board.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually by the Academic Board Executive Committee to ensure they remain consistent with the Committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Academic Board for approval.

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
14.11.2017	Academic Board	Complete review of Terms of Reference