



Terms of Reference

Social Justice Strategy Board

Trim Location	TBA
Responsible Officer	Pro Vice-Chancellor (Student Services)
Approval Date	21 February 2019
Approval Authority	Pro Vice-Chancellor (Student Services)

1 Role

The Social Justice Strategy Board is charged with the responsibility for ensuring the University's implementation of a Social Justice Strategy encompassing both the interests and needs of staff and students and principles of equity, social inclusion, and social justice are embedded in the University's planning and operations.

2 Functions

The Social Justice Strategy Board shall:

1. Oversee the development and implementation of the Social Justice Strategy and ensure its ongoing alignment with the University's Strategic Plan;
2. Providing practical action, support and decision-making to progress initiatives arising from the Social Justice Strategy;
3. Making decisions on annual key priority areas;
4. Monitoring the allocation and expenditure of any funding associated with social justice, ensuring the value of social justice project investments;
5. Monitoring, reviewing and approving the principles, policies, guidelines and priorities for USQ's over-arching social justice agenda; and
6. Contributing to high-level planning for the sustainability of the social justice agenda at USQ.

3 Authority

The Social Justice Strategy Board is a strategic Management Committee established to provide advice to the Pro Vice-Chancellor (Student Services).

4 Membership

Membership of the Board consists of:

1. Pro Vice-Chancellor (Student Services) (Chair) (Ex officio)
2. Pro Vice-Chancellor (Education) or nominee
3. Deputy Vice-Chancellor (Academic) or nominee
4. Deputy Vice-Chancellor (Research and Innovation) or nominee
5. Deputy Vice-Chancellor (Enterprise Services) or nominee
6. Head (College for Australian Indigenous Studies) (Ex officio)
7. Director (Student Success & Wellbeing) (Ex officio)
8. Director (Open Access College) (Ex officio)
9. Executive Deans of Faculties or nominees
10. One student elected by enrolled students of the University

The Vice-Chancellor will hold voting and other rights commensurate with those of full members and will receive a standing invitation and all associated documentation for participation in meetings and other business of the Social Justice Strategy Board.

The Board may invite other persons, including a member of management staff and the external auditor to attend meeting as observers and/or provide information as necessary.

4.1 Responsibility of Board Members

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

4.2 Casual Vacancies

Duly appointed acting staff are to represent members at the Social Justice Strategy Board meeting when they are unavailable to attend a scheduled meeting.

4.3 Working Parties, Co-options and Observers

1. The Social Justice Strategy Board may establish as hoc working parties;
2. The Social Justice Strategy Board 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; and
3. By endorsement of the Board, observers may be invited to attend Board meetings noting that an observer will have no voting rights.

4.4 . Sub Committees and Working Groups

- Aboriginal and Torres Strait Islander Peoples Workforce Strategy Committee
- White Ribbon Accreditation Committee
- Aboriginal and Torres Strait Islander Cultural Gardens Learning Development and Engagement Committee

- HEPPP Project and Program Management Board
- Reconciliation Action Plan Working Group
- Disability Action Plan Working Group

5 Meetings, Reporting and Minutes

Frequency of Meetings: The Social Justice Strategy Board meets three (3) times per year at specific dates and times as outlined in the University Meeting Schedule.

Reports To: Pro Vice-Chancellor (Student Services)

Minutes: All meeting minutes shall be kept as provided for in the University's regulation. A report or minutes of each meeting will be sent to the Vice-chancellor through the Vice-Chancellor's Executive, for abstraction and dissemination to the other sub-Committees. Aside from confidential material, the agendas and confirmed minutes of this Board will regularly be made available to the University community.

The Board is expected to work in conjunction with the other sub-committees, and with the Office of Social Justice, to collaborate, communicate and draw on the work and outcome of each Committee.

A quorum consists of at least half the members of the Board.

6 Ethical Practices, Confidentiality and Independence

Members of the Social Justice Strategy Board are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matter relating to membership of the Board;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Board any matter which could compromise, or be seen to compromise, the performance of their duties on the Board or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University's Code of Conduct.

7 Secretary

The Social Justice Support Officer shall act as Secretary to the Board.

8 Review Of Terms Of Reference

These Terms of Reference will be reviewed annually by the Board to ensure the Terms remain consistent with the Board objectives and responsibilities.

Modification History

Date	Source	Details
21.02.2014		Updated to reflect change from Social Justice Committee to Social Justice Strategy Board
19.04.2014		Update to reflect changes to Board Membership
23.02.2017		Administrative update to remove Fraser Coast representative from membership list and administration update following annual review.
22.02.2018		Membership updated to reflect University structural change
07.02.2019	Naomi Mear	Membership Update: Position titles updated to reflect changes in USQ roles.
13.02.2019	Naomi Mear	Membership Update: Deputy Vice-Chancellor (Academic) or nominee added.
14.02.2019	Naomi Mear	Admin Update: Change of title for Head (Students and Communities) now known as Pro Vice-Chancellor (Student Services)
21.02.2019	Naomi Mear	Version Update: Current V2.9 approved at SJ Board Meeting.