

Terms of Reference

Academic Board Executive Committee

Responsible officer	University Secretary	Approval Date	16 April 2019
Committee	Governance Officer	Approval Authority	Academic Board
Services Officer	(Academic Board)		

1. Role

The Executive Committee of the Academic Board is responsible to Academic Board for managing the business of the Board through agenda setting oversight and coordination of standing committees, and for actioning urgent items relevant to the Board's remit that cannot be managed within the Board's regular business processes.

2. Functions

The functions of the Executive Committee are:

1. Ensuring that Academic Board's work assists USQ achieve its strategic objectives by advising and facilitating the flow of business to Academic Board by overseeing the formation of the agenda and preparing recommendations for consideration by Academic Board.
2. Advising the Chair (Academic Board) regarding any academic policy development and review issues based on ongoing committee activity. The Executive Committee, conversely, offers advice and direction to the Academic Board's standing and ad hoc committees in relation to concerns that need to be addressed by these committees.
3. Resolving urgent items of business relevant to the Academic Board that cannot be managed within the Board's regular business processes and, as required, seeking and obtaining information and/or guidance relevant to its inquiries, from any Board, Committee or person of the University. The Executive Committee will provide a report to Academic Board of any resolutions of urgent items of business the Committee has undertaken.
4. Considering matters relating to the management, planning, direction and development of Academic Board.

3. Meetings

Frequency of Meetings:	Six times per year. Special meetings may be called by the Chair as the need arises.
Conduct of Meetings:	Meetings will be conducted as for the Academic Board
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.
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4. Membership

4.1. Membership Structure

The membership** of the Executive Committee shall be:

1. Chair (Academic Board) (Chair);
2. Deputy Chair (Academic Board) (Deputy Chair);
3. Vice-Chancellor;
4. Chairs of Academic Board Standing Committees;
5. Deputy Chairs of Academic Board Standing Committees.

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

4.2. Terms of Office

Ex officio members remain members for their term of office. Elected members shall serve for a term that aligns with the term of Academic Board and shall be eligible for re-election, with no restriction on the number of renewable terms.

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

The 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