

Executive Committee of Academic Board Terms of Reference

Section 1 - Establishment

(1) The Executive Committee of Academic Board is established under Part 3 Section 20 of the Charles Darwin University Act 2003.

Section 2 - Functions and Responsibilities

(2) To determine matters on behalf of Academic Board out of session which cannot be deferred until the next scheduled meeting of Academic Board;

(3) To report to Academic Board on matters which the Executive Committee has considered and any decisions it has taken on the Board's behalf;

(4) To discuss the agenda and matters related to the review and operation of Academic Board as may be necessary from time to time; and

(5) To advise Academic Board on any other matters referred to the Executive Committee by Academic Board.

Section 3 - Membership

(6) The following shall be members ex officio:

- a. Chair of Academic Board;
- b. Deputy Chair(s) of Academic Board;
- c. Provost;
- d. Pro Vice-Chancellor, VET;
- e. University Secretary; and
- f. Chairs of the Sub-Committees of Academic Board.

(7) The Committee may seek advice from other members with specific expertise but may not co-opt additional members.

Section 4 - Chair

(8) Chair of Academic Board (ex officio) shall be the Chair of the Executive Committee of Academic Board. In the absence of the Chair, the Deputy Chair of Academic Board (ex-officio) will be the Acting Chair of meetings of the Executive Committee of Academic Board.

Section 5 - Secretary

(9) The secretary will maintain minutes of meetings of the Committee and a record of reports and associated material as part of the official University records.

Section 6 - Terms of Office

(10) Ex-officio members will hold their positions on the Committee for the duration of their appointment.

Section 7 - Quorum

(11) A quorum consists of 50% of the members of the Executive Committee.

Section 8 - Meetings

(12) Meetings will be called at need, as determined by the Chair, or when requested by Academic Board. Such meetings may be face-to-face or electronic.

Section 9 - Agenda

(13) The Executive Committee secretary shall distribute the draft agenda for Academic Board prior to each meeting.

Section 10 - Minutes

(14) Meeting minutes will be taken and distributed within two weeks of the meeting. 10.2. Any resolutions of the Executive Committee shall be reported to the next meeting of Academic Board.

Section 11 - Reporting

(15) The Executive Committee of Academic Board will present a report of each meeting to the next meeting of Academic Board.

Section 12 - Conflicts of Interest

(16) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(17) Non-compliance with Governance Documents is considered a breach of the Staff Code of Conduct or the Student Code of Conduct, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(18) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or

corruption in accordance with the Fraud and Corruption Control Governance Framework, Fraud and Corruption Control Policy and Whistleblower reporting (Improper Conduct) Procedures.

Status and Details

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Unit Head	Hilary Winchester University Secretary +61 8 8946 7790
Author	Matthew Giakoumatos Policy and Governance Officer
Enquiries Contact	Governance