

Schedule 2 Academic Board Steering Committee Charter



Academic Board Steering Committee

Charter

This Charter sets out the functions of the Academic Board Steering Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

Purpose

The Academic Board Steering Committee ("the Committee") is responsible for managing the business of the Academic Board.

Functions

The functions of members of the Committee are to—

- plan the annual program of business for the Academic Board, including appropriate topics for strategic discussions;
- develop agendas and meeting papers for meetings of the Academic Board;
- commission papers on academic matters on behalf of the Academic Board for submission to the Academic Board;
- advise and facilitate the flow of business to the Academic Board;
- recommend the issue of circular resolutions on urgent matters for decision by the Academic Board between scheduled meetings of the Academic Board; and
- perform any other function that may be delegated to it by the Academic Board or the Vice-Chancellor with respect to:
 - learning and teaching;
 - research; and
 - research training programs.

Membership

- Chair: the Chair of the Academic Board;
- Deputy Chair/s of the Academic Board;
- Provost;
- A nominee of the Provost from research;
- DVC (Global and Engagement);
- Chief Learning Experience Officer, or nominee;
- Chair, Curriculum Committee;
- Chair, Learning and Teaching Quality Committee; and
- Chair, Research Committee.

Federation University Australia (Academic) Regulations 2022

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The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

Appointment of Deputy Chair

The Deputy Chair/s of the Academic Board will act as the Deputy Chair/s of the Academic Board Steering Committee.

Responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Meetings

The Committee will meet as required, at least six (6) times per year. The quorum for a meeting is fifty per cent (50%) of the membership. Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

Reporting

The Committee must report to the Academic Board—

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.