Terms of Reference (XXXX approved) - XXXXX Committee

*Note to template authors: Clause numbering conventions have been pre-set within this template and follow a standard multi-level format. To move from a main clause to a subclause, press the shift key to move the cursor to a new line, then click the RH arrow key in the horizontal menu bar at the top of your document (see screen shot to the right of this instruction). To return to enter the next main clause, press the shift key, then click the LH arrow key in the menu bar.*

Section 1 - Overview

Establishment of Committee

1. The Committee is established as a XXXXXX Committee, and the Committee is delegated a number of functions in relation to XXXXX at the University.
2. The establishment of this Committee and the delegation of powers to it are actions authorised by the XXXXX.

Objectives

1. XXXXXX

Section 2 - Committee membership

1. The members of the Committee are as follows:
	1. XXXXXX
	2. XXXXXX

Co-opted members

1. The Committee may co-opt members from time to time for a specified period and purpose.

Chair

1. The XXXXX will act as Chair. If the XXXXX is unavailable to act as Chair then XXXXX will act as Chair. If XXXXX is unavailable to act as Chair then the Committee will elect a Chair to act during the period the XXXXX and XXXXX are unavailable.

Gender representative objectives

1. Gender representation shall accord with the [Gender Representation on Decision Making and Advisory Committees Policy](https://policies.une.edu.au/document/view-current.php?id=275).

Section 3 - Functions of the Committee

1. The functions of the Committee are to:
	1. XXXXXXX
	2. XXXXXXX

Section 4 - Authorities

1. This committee is established under the authority of the XXXXX to perform the approval, advice and monitoring functions set out in these Terms of Reference and all matters ancillary to those functions.

Section 5 - Conduct of Committee business

Reporting

1. The Chair of the Committee will report to the XXXX on business conducted, and the Committee will provide any advice/reports to the XXXX and the XXXX Committee, as required.

Meetings

1. The Committee will meet on a XXXX basis and is expected to use technology and “flying minutes” to attend to urgent matters. [Committee members are expected to be available on short notice, however should be given as much notice as is practicable in the circumstances of matters arising.]

Quorum

1. A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

Business papers

1. Unless the Chair directs otherwise, Committee business papers, or “flying minutes” and explanatory documents accompanying them, will be distributed to Committee members and any official attendees as required and with as much notice as is practicable in the circumstances. Any additional documents may be tabled at short notice with prior approval by the Chair.

Resolutions

1. The Committee may pass a resolution by “flying minute” provided that the resolution has been approved by a simple majority of the Committee members at the time the resolution is made.

Minutes

1. Meeting notes will be prepared by the meeting Secretary, kept to a minimum and circulated promptly following the meeting. Notes will include all action items, and will not require formal endorsement by the Committee.

Disclosure of information

1. Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

Use of technology

1. The Committee will use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary, to distribute meeting papers and otherwise to conduct Committee business.

Self-Review

1. Once every twelve-month period, the Committee shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding twelve months.

Secretary to Committee

1. XXXXX will provide a Secretary and administrative support to the Committee.
2. The Secretary is responsible for ensuring all Committee agendas, minutes and reports are recorded in the University’s corporate record keeping system (TRIM) in accordance with the University’s [Records Management Rule](https://policies.une.edu.au/document/view-current.php?id=131).