

## STANDING COMMITTEE

### Terms of Reference:

The Committee shall have the authority to:

- appoint selection committees for the Senior Executive (other than the Vice-Chancellor) and Professors and receive and approve recommendations from those selection committees;
- deal with any matter brought to it by the any member which, in the opinion of the Chancellor or in his/her absence the Deputy Chancellor, requires urgent attention, provided that members of the Council are informed promptly in writing of the matter and the reason for the urgency<sup>1</sup>; and
- at the request of the Vice-Chancellor, and with the approval of the Chancellor, consider advice provided by the Vice-Chancellor on general planning issues and organizational performance prior to a formal submission being provided to Council for noting or approval.

**Reports/Makes Recommendations to:** University Council

**Chaired by:** Chancellor *ex-officio* or in his/her absence, the Deputy Chancellor

**Membership:** Chancellor *ex-officio*  
<sup>2</sup>Deputy Chancellor *ex-officio*  
Vice-Chancellor *ex-officio*  
Chair of the Academic Board  
Chair of the Audit and Compliance Committee  
Chair of the Finance Committee  
Chair of the Infrastructure Committee

**In attendance:** Secretary to Council or nominee

**Gender Representation:** The objective will be to ensure that the membership of all committees of Council (of 5 or more people) should include at least two women and two men. Where a committee has fewer than 5 people there will be at least one woman and one man.

Where it is necessary for the Chair to co-opt (a) member(s) to meet this objective, the member(s) so co-opted will be from the Council.

**Quorum:** A quorum shall consist of a simple majority of members of the Committee.

**Term of Office:** Elected members will hold office for a two-year period. In the event that an elected member vacates office prior to the conclusion of their term, then an election will be conducted by the Council for a replacement to serve the remainder of the term.

**Meetings:** The Committee will meet as required. In the event that a formal meeting of the Committee cannot be convened, as a consequence of unavailability of members and/or urgency of a matter for resolution, then, where appropriate and with approval of the Chancellor, resolution will be sought by “flying minute”.

**Support:** The Office of the Secretariat will provide support.

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<sup>1</sup> Matters decided by the Standing Committee are to be reported to the next meeting of Council for discussion and any matters approved *pro tem* by the Standing Committee will be brought to Council for full discussion.

<sup>2</sup> Where the Deputy Chancellor is also the Chair of one of the Council Committees, then he/she will assume both positions on the Standing Committee.