

## *University of New England Council*

### *Professional Development Strategy*

The University will make available a programme of induction and professional development for Council members to build their expertise and to ensure that all members are aware of the nature of their duties and responsibilities.

This will be achieved through the provision of an induction and refresher program for new members, with additional specialist training and professional development made available in appropriate areas.

#### **(1) Induction Programme**

All UNE Council members take part in an induction program at or near the beginning of their term of office. This induction program includes the following key matters:

- Familiarisation with and explanation of the organisational structure of the University;
- Familiarisation with and explanation of the key sections of the University of New England Act and the By-Laws with special emphasis on the duties of a Council member;
- Familiarisation with and explanation of the University Handbook;
- Familiarisation with and explanation of the University Council Handbook which includes:
  - Council meeting dates
  - Council membership
  - Council Structure – Organisational Chart and Council Committees Terms of Reference and Membership
  - Resource materials - Council Policies, Council Code of Ethics, Council Standing Orders, University Management, Principal Dates, Matters on Which Authority is Retained by Council.
- Advice on how to access information; and
- The role of the Secretary and the Office of the Secretariat

#### **(2) Professional Development**

All UNE Council members have access to professional development programmes dealing with matters which will enhance their ability to participate fully, and these will be provided by the University. In particular a complete understanding of the following matters is required:

- Understanding Financial Reports;
- Understanding Audit Reports; and
- Risk Management and Understanding Risk Management Reports.