'Faculty Boards Standing Committees' - Membership and Terms of Reference

Section 1 - Establishment

(1) The Standing Committee of the Faculty Board was established by Academic Senate in its current version on 11 September 2019 (AS 19/100).

Background

(2) The Faculty Board is sometimes required to make decisions of urgent matters between meetings of the full board. The Standing Committee performs that function.

Purpose

(3) The purpose of the Standing Committee of the Faculty Board is to make decisions on urgent matters between meetings of the full board, and to perform other functions as detailed in Section 4.

Section 2 - Glossary

(4) For the purpose of this document:

a. Committee – means the Standing Committee of the Faculty Board.

Section 3 - Membership

(5) The members of the Standing Committee shall be the:

a. Executive Dean (Chair)
b. Associate Dean (Academic)
c. Associate Dean (Research)
d. one Head of School, to be nominated by the Heads of School of the Faculty
e. three elected members of the Faculty Board, to be nominated by the elected Faculty Board representatives.

Section 4 - Functions and responsibilities

(6) The Standing Committee of Faculty Board shall;

a. meet to decide urgent matters which arise between meetings of the Faculty Board, and when it is not practical to convene a full meeting of the board;
b. assist the Faculty Board in the development of agendas and annual work plans.

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Section 5 - Meetings

Quorum

(7) A quorum for a meeting of the committee shall be a majority of the membership: i.e., half of the entire membership, plus one.

Meetings

(8) Meetings shall be scheduled as required.

Agendas and Minutes

(9) Agendas and minutes shall be prepared by Governance Services, Office of Governance and Corporate Administration.

Conflicts of interest

(10) Where a member has a perceived or material conflict of interest, they must declare this to the chair and at the committee meeting prior to discussion of the item of business.

Variations

(11) Variations to the membership and/or terms of reference of Standing Committees must be approved by the Academic Senate.

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