

Vice-Chancellor's Leadership Team - Membership and Terms of Reference

Section 1 - Establishment

(1) The Vice-Chancellor's Leadership Team meets to share information, brief each other and seek advice, as appropriate, on current or imminent activities and issues, and to provide advice to the Vice-Chancellor.

Section 2 - Glossary

(2) For the purposes of this document:

- a. Committee – means Vice-Chancellor's Leadership Team.

Section 3 - Membership

(3) The members of the Vice-Chancellor's Leadership Team shall be:

- a. Vice-Chancellor (Chair);
- b. Provost and Deputy Vice-Chancellor (Academic);
- c. Deputy Vice-Chancellor (Students);
- d. Deputy Vice-Chancellor (Research and Engagement);
- e. Chief Financial Officer;
- f. Executive Director, People and Culture;
- g. University Secretary ;
- h. Director, Strategic Planning; and
- i. Chief of Staff.

(4) The Vice-Chancellor may invite other officers of the University to attend meetings of the committee.

Section 4 - Functions and responsibilities

(5) The Vice-Chancellor's Leadership Team meets to share information, brief each other and seek advice, as appropriate, on current or imminent activities and issues, and to provide advice to the Vice-Chancellor on:

- a. regulatory compliance and matters related to risk management;
- b. strategic review and direction of the University;
- c. monitoring and progress reporting against University indicators and performance measures;
- d. major matters requiring approval by the Vice-Chancellor;
- e. actions arising from the University Council and senior management committees of the University;

- f. management of major change;
- g. approval of University-wide policies;
- h. course approvals in line with delegated authority;
- i. act as the steering committee to the University Strategy providing overall direction and oversight against outputs, milestones, timelines, budgets and risks while ensuring integration, alignment and necessary resources are provided;
- j. establishing, monitoring and maintaining delegations; and
- k. other matters referred to the Committee by the Vice-Chancellor.

Member responsibilities

(6) Within the model of 'One University' the members are committed to:

- a. living the University values:
 - i. Insightful
 - ii. Inclusive
 - iii. Impactful
 - iv. Inspiring
- b. consultation;
- c. collaborative problem solving across functional areas;
- d. communication across the University; and
- e. recognition of conflict of interest - members of the Committee shall notify other members of any 'personal interest' in a matter that relates to the affairs of the Committee.

Advisory

(7) The Vice-Chancellor's Leadership Team will advise on decision related matters and strategic direction of the University to the appropriate parties including University Council and other sub committees of the University.

Section 5 - Meetings

Quorum

(8) A quorum for meeting of the Vice-Chancellor's Leadership Team will be half of the entire membership, plus one.

Meetings

(9) The Vice-Chancellor's Leadership Team will meet fortnightly. In addition, throughout the year the Vice-Chancellor may convene formal meetings or workshops of the Vice-Chancellor's Leadership Team with other stakeholders to discuss and advise on strategic and operational matters.

Agendas and minutes

(10) Agendas and minutes for the meetings of Vice-Chancellor's Leadership Team will be prepared by the Chief of Staff, Office of the Vice-Chancellor.

Related expenses

(11) Nil.

Conflicts of interest

(12) 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 to the item of business.

Variations

(13) Variations to the terms of reference and/or membership of the Committee must be approved by the Vice-Chancellor.

Status and Details

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Glossary Terms and Definitions

"University" - means the Charles Sturt University established by the Charles Sturt University Act 1989.