

# '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

<b>Status</b>	Current
<b>Effective Date</b>	13th December 2019
<b>Review Date</b>	13th December 2021
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	9th December 2019
<b>Expiry Date</b>	Not Applicable
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## Glossary Terms and Definitions

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