

# 'Executive Leadership Team' - Membership and Terms of Reference

## Section 1 - Establishment

(1) The Executive Leadership Team (ELT) meets to share information on significant current or emerging issues, to consider reports and proposals on matters of strategic or operational significance, and to provide advice to the Vice-Chancellor.

## Section 2 - Glossary

(2) For the purposes of this document:

- a. 'Committee' or 'ELT' - means the Executive Leadership Team
- b. 'University' - means Charles Sturt University established by the [Charles Sturt University Act 1989](#).

## Section 3 - Membership

(3) The members of the Executive Leadership Team shall be:

- a. Vice-Chancellor (Chair)
- b. Deputy Vice-Chancellor (Academic)
- c. Deputy Vice-Chancellor (Research)
- d. Chief Operating Officer
- e. Executive Deans
- f. University Secretary
- g. Chief of Staff, Office of the Vice-Chancellor

(4) Senior officers may attend and present to the Committee on matters in their portfolio and implementation of strategic initiatives when requested by the Vice-Chancellor.

(5) The Vice-Chancellor may invite others to attend meetings of the Committee as required.

## Section 4 - Functions and responsibilities

(6) The Executive Leadership Team shares and considers information, and provides advice to the Vice-Chancellor, on:

- a. strategic matters, including acting as the steering committee for the [University Strategy](#) and oversight against outputs, milestones, timelines, budgets and risks, and ensuring integration and alignment
- b. monitoring of and reporting against University key performance indicators

- c. regulatory compliance and matters related to risk management
- d. matters related to third parties and the fulfilment of partner monitoring and reporting obligations
- e. matters requiring consultation, discussion and/or advice prior to approval by the Vice-Chancellor, or submission to University Council or other committee
- f. actions arising from the University Council and other committees of the University
- g. management of major change
- h. endorsement of relevant University-wide policies, and
- i. other matters referred to the Committee by the Vice-Chancellor.

## **Member responsibilities**

(7) Members are committed to:

- a. the [University strategy](#), purpose and values
- b. consultation
- c. cross-unit collaboration across functional areas
- d. communication across the University
- e. recognition of conflict of interest – members of the Committee shall notify other members of any interest in a matter that relates to the affairs of the Committee, and
- f. respectful and collegiate behaviour.

## **Advisory and governance**

(8) The Executive Leadership Team is the University's principal management committee that provides advice to the Vice-Chancellor on decision-related matters, and the operations and strategic direction of the University.

(9) Decisions of the Executive Leadership Team are subject to a final determination by the Vice-Chancellor and must be aligned with authority delegated to the Vice-Chancellor.

(10) Matters considered by the Executive Leadership Team should seek relevant input, advice and recommendations from other officers and management committees of the University.

(11) The Executive Leadership Team must consider and refer matters to governance committees, as required, in order for those committees to discharge their functions in line with legislation, policy or delegated authority.

# **Section 5 - Meetings**

## **Quorum**

(12) A quorum for a meeting of the Executive Leadership Team will be half of the entire membership, plus one.

## **Meetings**

(13) The Executive Leadership Team will usually meet weekly and should meet at least fortnightly (or as needed). In addition, throughout the year the Vice-Chancellor may convene formal meetings or workshops of the Committee with other stakeholders to discuss and advise on strategic and operational matters.

## **Agendas and minutes**

(14) Agendas and minutes for the meetings of the Executive Leadership Team will be prepared by the Office of the Vice-Chancellor.

(15) Submissions for agendas must be accompanied by the required ELT executive brief, include details on consultation undertaken and whether there was agreement, and must be submitted at least one week in advance of the meeting unless the Vice-Chancellor approves an extension in exceptional circumstances.

### **Related expenses**

(16) Nil.

### **Conflicts of interest**

(17) Where a member has an actual, potential or perceived conflict of interest, they must declare this to the Chair and at the Committee meeting prior to discussion of the item of business.

### **Variations**

(18) 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>	12th January 2024
<b>Review Date</b>	8th August 2025
<b>Approval Authority</b>	University Secretary
<b>Approval Date</b>	12th January 2024
<b>Expiry Date</b>	Not Applicable
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