

Executive Committee of Academic Board

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Executive Committee of Academic Board

2. ESTABLISHMENT

The Executive Committee of Academic Board is established under Part 3 Section 20 of the [Charles Darwin University Act 2003](#).

3. FUNCTIONS AND RESPONSIBILITIES

- To determine matters on behalf of Academic Board out of session which cannot be deferred until the next scheduled meeting of Academic Board;
- To report to Academic Board on matters which the Executive Committee has considered and any decisions it has taken on the Board's behalf;
- To discuss the agenda and matters related to the review and operation of Academic Board as may be necessary from time to time; and
- To advise Academic Board on any other matters referred to the Executive Committee by Academic Board.

4. MEMBERSHIP

The following shall be members ex officio:

- Chair of Academic Board;
- Deputy Chairs of Academic Board;
- Vice-Chancellor;
- Provost; and
- Deputy Vice-Chancellor, Research and Research Training.

The Committee may seek advice from other members with specific expertise but may not co-opt additional members.

5. CHAIR

Chair of Academic Board (ex officio) shall be the Chair of the Executive Committee of Academic Board. In the absence of the Chair, the Deputy Chair of Academic Board (ex-officio) will be the Acting Chair of meetings of the Executive Committee of Academic Board.

6. SECRETARY

The University Secretary (or nominee) will be secretary to the Committee.

The secretary will maintain minutes of meetings of the Committee and a record of reports and associated material as part of the official University records.

7. TERM OF OFFICE

N/A

8. QUORUM

A quorum consists of 50% of the members of the Executive Committee.

9. MEETINGS

Meetings will be called at need, as determined by the Chair, or when requested by Academic Board. Such meetings may be face-to-face or electronic.

10. RESOLUTIONS OF THE EXECUTIVE COMMITTEE OF ACADEMIC BOARD

Any resolutions of the Executive Committee shall be reported to the next meeting of Academic Board.

11. AGENDA

The Executive Committee secretary shall distribute the draft agenda for Academic Board prior to each meeting.

12. REPORTING

The Executive Committee of Academic Board will present a report of each meeting to the next meeting of Academic Board.

Document History and Version Control

Last amendment:	25 Jul 2018
Sponsor:	Chair, Academic Board
Contact Officer:	Chair, Academic Board

Version	Date Approved	Approved by	Brief Description
1.00	30 Jul 2010	Academic Board	Creation of original document and upload to CDU website.
1.01	30 Dec 2011	Governance	<ul style="list-style-type: none"> • Title changed from Executive of Academic Board Committee to current title – Executive Committee of Academic Board. • Change to membership. • Minor changes to grammar
1.02	22 May 2012	Governance	<ul style="list-style-type: none"> • Change of Establishment information. • Addition of resolutions information and changes to agenda information
1.03	11 Mar 2013	Governance	<ul style="list-style-type: none"> • Updated and added hyperlinks. • Minor changes to wording formatting and grammar. • Assigned document number. • Minor changes to wording, formatting and grammar
2.00	29 Jul 2015	Academic Board	<ul style="list-style-type: none"> • Changes to the Membership. • Provision for the absence of the Chair. • Revision of quorum requirements.
3.00	23 Nov 2016	Academic Board	<ul style="list-style-type: none"> • Changes to the membership as per executive restructure
3.01	13 Sep 2017	Governance	Conversion to new Governance template due to new University branding
3.02	25 July 2018	Academic Board	Changes to membership as per the changes to the membership of Academic Board.