

Executive Committee of Academic Board

1. ESTABLISHMENT

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

2. FUNCTIONS AND RESPONSIBILITIES

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

3. MEMBERSHIP

- 3.1. The following shall be members ex officio:
 - a. Chair of Academic Board;
 - b. Deputy Chair(s) of Academic Board;
 - c. Provost;
 - d. Pro Vice-Chancellor, VET;
 - e. University Secretary; and
 - f. Chairs of the Sub-Committees of Academic Board.
- 3.2. The Committee may seek advice from other members with specific expertise but may not co-opt additional members.

4. CHAIR

- 4.1. 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.

5. SECRETARY

- 5.1. The University Secretary (or nominee) will be secretary to the Committee.
- 5.2. 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.

6. TERMS OF OFFICE

- 6.1. Ex-officio members will hold their positions on the Committee for the duration of their appointment.

7. QUORUM

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

8. MEETINGS

- 8.1. 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.

9. AGENDA

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

10. MINUTES

- 10.1. Meeting minutes will be taken and distributed within two weeks of the meeting.
- 10.2. Any resolutions of the Executive Committee shall be reported to the next meeting of Academic Board.

11. REPORTING

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

12. CONFLICTS OF INTEREST

- 12.1. Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

13. NON-COMPLIANCE

- 13.1. Non-compliance with Governance Documents is considered a breach of the [Staff Code of Conduct](#) or the [Student Code of Conduct](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 13.2. All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).

GOVERNANCE

Responsible Executive	Chair, Academic Board	
Implementation Officer	University Secretary	
Category	Academic Governance	
Approving authority	Academic Board	
Effective date	29 September 2021	
Review date (every two year)	29 September 2023	
Version	5.00	TER-011
Content enquiries	governance@cdu.edu.au	

DOCUMENT HISTORY AND VERSION CONTROL

Last amendment	29 September 2021	Review 29 September 2024
Owner	Chair, Academic Board	TER-011
Implementation Officer	University Secretary	

Version	Date Approved	Approved by	Brief Description
1.00	30 Jul 2010	Academic Board	<ul style="list-style-type: none"> 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	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.
4.00	26 May 2021	Academic Board	Changes to membership as per decision of Council re Academic Board TOR and membership 29 April 2021.
5.00	29 Sep 2021	Academic Board	<ul style="list-style-type: none">• Changes to membership as per decision of Executive Committee of Academic Board M4-21 30 August 2021: removal of '1 Dean' and addition of 'Chairs of the Sub-Committees of Academic Board'• Restructured and numbered in line with new governance document template;• Updated 'Conflicts of Interest' and 'Non-Compliance' in line with new governance document template• Added 'Terms of Office' in line with new governance document template, noting that all members are ex-officio and will hold the Committee position for the duration that they hold office