

Northern Institute Advisory Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Northern Institute Advisory Committee

2. ESTABLISHMENT

The Northern Institute Advisory Committee is established under Part 3 Section 15 of the [Charles Darwin University Act 2003](#).

3. FUNCTIONS AND RESPONSIBILITIES

The Northern Institute acts as a catalyst to build capacity in social and policy research that impacts on people's lives and aspires to an inclusive, sustainable future for people in Northern Australia and the neighbouring region.

The Northern Institute Advisory Committee acts to assist the Northern Institute's mission to undertake significant and high quality interdisciplinary research, encourage and support local, national and international partnerships, enable public intellectual commentary, expand regional capacity that leads research of significance and realise the potential of the region.

The role of the Northern Institute Advisory Committee is to provide overarching advice to the Director, related to the Northern Institute's strategic research directions and connections. This advice will inform the Northern Institute's research planning and development activities, which will be monitored by the Advisory Committee.

The Northern Institute Advisory Committee will:

- Support the northern institute's aim to increase research impact and output;
- Advocate on behalf of the northern institute to external agencies; and
- Promote the development of the northern institute's research capacity.

4. MEMBERSHIP

Membership of the Northern Institute Advisory Committee will comprise:

- Director, Northern Institute (ex-officio);
- VCAG members (ex-officio); and
- Up to five (5) external members

Members external to the University are invited to participate on the basis of their professional expertise and experience that reflects the research disciplines and directions relevant to the Northern Institute's vision and agenda while representing stakeholder groups such as Government, Industry, Not-for-Profit sector and the University's key partnerships.

The Northern Institute Advisory Committee may invite any person, whether from within, or external to, the University to attend specific meetings, or for specific items within a meeting, to assist in its deliberations.

5. CHAIR

A Chair for the Northern Institute Advisory Committee will be appointed by the Director, the Pro Vice-Chancellor, Law, Education, Business and Deputy Vice-Chancellor, from members of the Advisory Committee and will be reviewed annually.

If the Chair of the Advisory Committee is not present at any meeting, a majority of members present will elect a chairperson for that meeting.

6. SECRETARY

Administrative support will be provided by a staff member of the Northern Institute and be responsible for the preparation and circulation of meeting documentation, including the agenda, supporting papers, position papers; reports of all meetings; and co-ordinate communications among the Advisory Committee members.

7. TERM OF OFFICE

Membership of the Northern Institute Advisory Committee is reviewed every two (2) years by the Vice-Chancellor.

Any nomination for membership must be accepted by the nominee, prior to proposal to the Vice-Chancellor.

8. QUORUM

At a meeting of the Northern Institute Advisory Committee, a quorum is constituted by 50% plus one of the total memberships, excluding VCAG members.

9. MEETINGS

The Northern Institute Advisory Committee will meet bi-annually with a minimum of thirty (30) days' notice. Each notice of a meeting will include a draft agenda.

Members are not required to attend meetings in person and meetings may be held in two (2) or more locations using any technology which gives the Advisory Committee members present at those locations a reasonable opportunity to participate in the meeting.

10. RESOLUTIONS OF THE COMMITTEE

Matters requiring a resolution by the Northern Institute Advisory Committee are to be determined by consensus of the members present.

11. AGENDA

The agenda will be distributed with supporting documentation at least seven (7) days prior to the advertised meeting date.

12. REPORTING

A report from each meeting of the Northern Institute Advisory Committee will be provided to the next meeting of the University's Vice-Chancellor's Advisory Group (VCAG) meeting.

13. CONFLICTS OF INTEREST

A conflict of interest is where the financial or other interests of a the Northern Institute Advisory Committee member may reasonably be seen to be, in opposition to duties undertaken as an Advisory Committee member. Each member should be alert to any actual or potential conflicts of interest, financial or otherwise, and disclose these to the Chair of the Northern Institute Advisory Committee. This includes conflicts of interest that may arise between members.

The discretion or direction of the Chair of the Northern Institute Advisory Committee may reasonably be required to resolve or otherwise deal with the conflict.

14. CONFIDENTIALITY

Members of the Northern Institute Advisory Committee may from time to time be in receipt of information that is regarded as 'commercial in confidence' or have privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

15. AMENDMENT OF THESE TERMS OF REFERENCE

No variation of these Terms of Reference is permitted unless agreed by the Advisory Committee Members and approved by the Vice-Chancellor.

16. RELEVANT DEFINITIONS

In the context of this document:

Confidential means any documentation or information in any form relating to Northern Institute business whether or not marked or identified as confidential, which is in the possession or control of Northern Institute or any one or more of the parties, which has not been previously published or otherwise disclosed to the general public;

Director means the person appointed to manage the Northern Institute; and

Ex-officio means an individual who has a role or position on a board or committee as a consequence of holding another position.

Document History and Version Control

Last amendment:	15 Dec 2017
Sponsor:	Director, Northern Institute
Contact Officer:	Director, Northern Institute

Version	Date Approved	Approved by	Brief Description
1.00	29 Jul 2015	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	15 Dec 2017	Governance	Conversion to new Governance template due to new University branding