

Steering Committee Terms of Reference

The Steering Committee of Academic Board is responsible for managing the business of meetings of the Board and for resolving urgent items of business relevant to the Academic Board that cannot be managed within the Board's regular schedule of meetings

The *Terms of Reference* of the Steering Committee of Academic Board are:

- To consider and make recommendations for the conduct of meetings of the Academic Board.
- To make recommendations to the Academic Board on the action to be followed with regard to each item on the agenda for meetings of the Academic Board.
- To consider the Academic Board's Schedule of Business and make recommendations thereon.
- To resolve urgent items of business relevant to the Academic Board that cannot be managed within the Board's regular schedule of meetings.

Membership

The following shall be members of the Committee:

As per the membership list.

Procedures relating to managing the business of meetings of Academic Board

Where appropriate, the Steering Committee of Academic Board will:

- Star items on the Academic Board meeting agenda.
- Ensure that recommendations put before the Academic Board are appropriate.
- Request additional information on Academic Board agenda items.
- Delete or defer an item from the Academic Board meeting agenda.
- Re-order Academic Board meeting agenda items.

The Committee may seek and obtain guidance from any board, committee or person of the University, and may request and obtain information relevant to its inquiries from any such board, committee or person.

The quorum for meetings of the Committee is 4 members, one of whom must include the President of Academic Board.

Procedures for approval of urgent items between meetings of Academic Board:

1. Criteria for utilising the procedures

The Steering Committee of Academic Board shall resolve urgent items of business relevant to Academic Board that cannot be managed within the Board's regular schedule of meetings if:

- i. Academic Board approval of the item is required:
 - a. Academic Board approval of the item is required under Monash legislation/policy; or
 - b. the item is otherwise deemed to be relevant to the remit of Academic Board. In this context, the relevance of an item shall be determined by the President of Academic Board, pursuant to the request of the proponent of the item; and
- ii. Approval of the item is required as a matter of urgency and:
 - a. the item cannot be dealt with pursuant to the Academic Board's regular schedule of business; and
 - b. the President of Academic Board determines that it is impracticable for the item to be dealt with by a special meeting of the Board held pursuant to Academic Board Regulations 9.2, 9.3.

2. Procedures

- i. Determination to utilise the process for the Steering Committee of Academic Board to resolve urgent items is made by the President.
- ii. Academic Board Secretary circulates the item via email to members of the Steering Committee.
- iii. Within the time frame specified by the Secretary's email (not normally less than two working days from the date of the email), Steering Committee members signify whether they:
 - a. approve the item;
 - b. do not approve the item; or
 - c. consider that the item should be resolved at a scheduled meeting of the Academic Board or by a special meeting of the Board held pursuant to Academic Board Regulations 9.2, 9.3.
- iv. Approval of the item requires a 2/3 majority of members (currently in office) of Steering Committee.
- v. Steering Committee resolution of an urgent item pursuant to these Procedures will be placed on the agenda for noting at the next regular meeting of the Board.