



Australian
National
University

College of Business & Economics Executive Committee

Terms of Reference

Introduction

These College Executive Terms of Reference are intended to establish the framework under which the College Executive of the ANU College of Business and Economics (the College) shall operate and how members shall conduct themselves.

Terms of Reference

The Terms of Reference for the College Executive are as follows:

The College Executive may advise the College Dean on each of the following matters:

- the strategic directions of the College and the development of College strategic goals;
- alignment of the College budget and budget submission with College operational goals;
- the appropriateness of College administrative and management arrangements;
- the research and education outcomes of the College;
- any other matters referred to it by the College Dean.

The College Executive may not advise on a matter relating solely to a particular person.

Membership

The College Executive shall be comprised of the following membership:

- College Dean;
- Other Senior Officers of the College appointed by the College Dean.

Senior Officers of the College may include:

- Associate Deans
- Research School Directors

- College General Manager
- Any other senior officer deemed appropriate

The term of each member's appointment is to be determined by the College Dean.

The College Dean (or whoever is acting in the role during absences) shall be the chair of the College Executive meetings.

Where any member of the College Executive cannot attend, they may appoint another senior academic member of staff to attend as their alternate. This alternate member must be sufficiently briefed on the meeting to ensure they can contribute effectively.

Meetings of College Executive

The Chair of the College Executive must convene regular meetings of the College Executive. It is expected that meetings of the College Executive will be held at least monthly.

The Chair of the College Executive must convene a meeting of the Committee at any time if asked to do so by not less than 20% of its members.

The Chair of the College Executive, after consulting the members of the College Executive present at a meeting, is to determine the procedure for the meeting.

At a meeting of the College Executive, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

The College Dean must arrange for the provision of secretariat and other support to the College Executive.

Last updated February 2023