



Academic Board Steering Committee Charter

Introduction

1. The Academic Board of the Australian National University has established the Academic Board Steering Committee (“the Committee”) in accordance with section 9 of the *Academic Board Rule 2017*.
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to assist to shape the strategic direction of the Academic Board, determine the agenda for meetings, and to resolve urgent matters which require approval or endorsement on behalf of the Academic Board out-of-session.

Authority

4. The Academic Board authorises the Committee, within the scope of its role and responsibilities, to:
 - a. Obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
 - b. Request the attendance of any ANU staff at Committee meetings;
 - c. Discuss any matters with external parties (subject to confidentiality considerations);
 - d. Obtain professional external advice, as considered necessary to meet its responsibilities, at the University’s expense; and
 - e. Consider and determine urgent matters out-of-session, as assessed by the Chair on behalf of Academic Board, which must be resolved before the next scheduled meeting of the Academic Board - (see also s11 and s14).

Composition and Tenure

5. The Committee consists of:
 - The Chair Academic Board, as Chair of the Committee.

- Deputy Chair Academic Board.
 - Up to four members of Academic Board, appointed by the Academic Board.
 - One student member of Academic Board.
6. Appointed members, other than student members, serve a term of two years and are eligible for re-appointment. The student member of the Committee is appointed for one year and is eligible for re-appointment.
 7. An appointed member may resign from the Committee by writing to the Chair.
 8. If an appointed member of the Committee is absent from 3 meetings of the Committee without the written approval of the Chair, or an appointed member ceases to be eligible for appointment, the Chair may declare the members' position vacant.
 9. When a vacancy occurs in the membership of the Committee, an eligible person may be appointed by the Chair to fill the vacancy, who serves the remainder of the former members' term of office.

Roles and Responsibilities

10. The Committee exercises such roles and responsibilities as may be assigned to it by the Academic Board from time to time, but only such powers as are explicitly delegated to it.
11. The Committee's responsibilities are to:
 - a. Provide advice and support to the Chair of the Academic Board to set the strategic direction of the Board, including outlining its strategic priorities and the forward work plan.
 - b. Assist the Chair of the Academic Board to set the agenda of meetings of the Board.
 - c. Consider and determine urgent matters out-of-session, as assessed by the Chair on behalf of Academic Board, which must be resolved before the next scheduled meeting of the Academic Board (see s4).
 - d. Advise Academic Board on any other matters referred by the Board.

Responsibilities of Members

12. Members of the Committee are expected to understand and observe the requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.

13. Members are also expected to:
 - act in the interests of the University as a whole;
 - contribute the time needed to study and understand the papers provided; and
 - apply good analytical skills, objectivity and good judgment.

Reporting

14. The Committee shall report on its deliberations and any decisions at each Academic Board meeting (see s4).
15. The Committee may, at any time, report to the Academic Board about any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

16. The Committee shall meet as required and as determined by the Committee.
17. A quorum consists of at least 50 per cent of Committee members who hold office at the time in question.
18. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair assumes the Chair.
19. The Secretary to the Academic Board is the Secretary to the Committee.
20. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

Conflicts of Interest

21. Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, will be appropriately recorded in the minutes.

Approved by the Academic Board on 30 June 2020.