

AUSTRALIAN NATIONAL UNIVERSITY

UNIVERSITY COMMUNITY EQUITY COMMITTEE (UCEC)

MEMBERSHIP AND OPERATING PROCEDURES

(Reference: *Academic Board and University Policy Committees Rules 2008*: Part 6)

1. MEMBERSHIP

- Chair: Chair of the Academic Board;
- One Dean of an ANU College, appointed by the Chair of the Committee;
- Dean of Students;
- Director, Facilities and Services, or his or her nominee;
- Director, Human Resources, or his or her nominee;
- Director, Jabal Indigenous Higher Education Centre;
- One member of the University Executive chosen from among their number by the members of the University Executive;
- Registrar, or his or her nominee;
- Senior Adviser, Equity;
- One Student Services Representative, nominated by the Registrar;
- President of the Postgraduate and Research Students' Association Inc. or his or her nominee;
- President of the Australian National University Students' Association or his or her nominee;
- Director, Marketing and Communications, or his or her nominee;
- Two members, appointed by the Chair of the Committee, of the academic staff at levels A to C of the University:
 - (i) one being from the social sciences or the humanities area; and
 - (ii) the other being from the sciences, health or engineering area;
- One member of the general staff, appointed by the Chair of the Committee, in consultation with the relevant staff association;
- Any additional members appointed by the Chair of the Committee.

The membership will comprise at least 40% men and women representation. The Chair will appoint additional members where 40% is not attained.

2. TERMS OF REFERENCE

The Committee may advise:

- (a) the Vice-Chancellor on matters relating to the University community, including the community equity agenda and activities; and
- (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
- (c) the Academic Board on any matter referred to the Committee by the Academic Board.

3. SECRETARIAT

The Vice-Chancellor nominates officers of the University to provide secretariat and other support to the Committee.

4. ROLE OF THE COMMITTEE AND MEMBERS

The Committee and members will:

- Determine ANU's community priorities for the advancement of an inclusive, fair and engaged university community.
- Review and initiate University community plans and policies and make recommendations as appropriate.
- Identify current and evolving issues and provide recommendations on actions to the Executive and relevant academic and administrative areas.
- Invite submissions on relevant issues for consideration.
- Commission research into specific community and equity issues.
- Establish working parties or sub-committees to investigate specific community and equity issues and provide advice to the Committee.
- Support the promotion of excellence in equity and outcomes of diversity within and external to the University through the University's applications for Best Practice in equity.
- Adopt a University-wide perspective in carrying out its role.

5. CHAIR

- The Chair, Academic Board is the Chair of the University Community Equity Committee.
- The Chair of the Committee is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.
- The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.
- The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.
- At a meeting of the Committee, the Chair has a deliberative and a casting vote.

6. MEETING SCHEDULE

The Committee will meet at least four times a year. A schedule of meetings dates will be maintained at the website:

http://info.anu.edu.au/OVC/Committees/030PP_Community/meetings.asp

7. QUORUM

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

8. ATTENDANCE AT MEETINGS

- Alternates
 - . An appointed member of the Committee who is unable to attend a meeting of the Committee may nominate an alternate (from the same category of membership) to attend the meeting on his or her behalf.
 - . An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.
 - . An alternate attending a meeting of a Committee has the same rights and obligations as the substantive member in whose place the alternate attends the meeting.

- Acting appointments (e.g. persons formally appointed as Acting Dean, Acting Director) have full Committee membership rights.
- Attendance by invitation for particular items will be determined by the Chair prior to meetings and will be subject to the agreement of the meeting.
- The Chair may confer speaking rights in respect of non-members who attend meetings by invitation.

9. OPEN MEETINGS OF THE UNIVERSITY COMMUNITY EQUITY COMMITTEE

- Meetings of the University Community Equity Committee will be open to members of the University Council, academic and general staff of the University and to undergraduate and postgraduate students of the University.
- No more than 10 persons will be admitted as observers at any meeting.
- Observers will be treated on a "first come first served" basis. They should notify the Secretary to the Committee in advance of the meeting of their request to attend. Observers will be asked to sign the attendance sheet at the meeting.
- Observers will have no speaking right and may not communicate with members of the Committee during the meeting.
- Observers may not bring recording equipment or cameras into the meeting.
- All matters relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are to be treated as confidential. Confidential items will be so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the University Community Equity Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers will be asked to leave until consideration of that item has finished.
- Copies of the agenda, without attachments, will be available to observers at the meeting or from the website.

10. DISTRIBUTION OF AGENDAS AND MINUTES

- Agendas and minutes will be distributed to members and published at the website http://info.anu.edu.au/OVC/Committees/030PP_Community/index.asp
- Electronic notices of the availability of agendas and minutes will be distributed widely within the University.
- Normally agendas will be distributed to members approximately one week prior to the meeting.

27 February 2009