

EXECUTIVE GROUP

Constitution revised: 1/2023

ROLE

- 1 Executive Group is the University's principal management committee and provides advice to the Vice Chancellor on all matters relating to the strategy, management and administration of the University. Executive Group provides advice to the Vice Chancellor to enable them to carry out their responsibilities as Vice Chancellor and President of the University.

FUNCTIONS

- 2 (1) The Executive Group (EG) is the principal management committee of the University with responsibility for overseeing matters relating to University strategy, management and administration of the University.
- (2) EG provides advice to the Vice Chancellor on matters which influence the long-term direction of the University, in particular matters relating to whole-of-University, including but not limited to:
 - (a) University strategy, strategic plan and institutional performance;
 - (b) Academic Group and Portfolio strategic plans and performance;
 - (c) The University's planning, budget and reporting cycle;
 - (d) Strategic risk management;
 - (e) The University's capital program and major projects;
 - (f) Management policies and processes aligned to the six core commitments of the Strategic Plan.

DELEGATED AUTHORITIES

- 3 Executive Group has authority delegated to it by the Vice Chancellor for the following:
 - (1) Prepare the University's Strategic Plan and forward to Council;
 - (2) Prepare the University's Annual budget and forward to Finance, Resources and Risk Committee;
 - (3) Approve the University's student profile and set program fees;
 - (4) Approve other matters as agreed by the Vice Chancellor.

MEMBERSHIP

- 4 The membership of the Committee shall consist of:
 - (1) Chairperson; Vice Chancellor and President
 - (2) Provost
 - (3) Deputy Vice Chancellor (Education)
 - (4) Deputy Vice Chancellor (Research)
 - (5) Deputy Vice Chancellor (Indigenous, Diversity and Inclusion)
 - (6) Chief Operating Officer
 - (7) Vice President (Industry and External Engagement)
 - (8) Vice President (Marketing and Communication)
 - (9) Pro Vice Chancellor (Arts, Education and Law)
 - (10) Pro Vice Chancellor (Business)
 - (11) Pro Vice Chancellor (Health)
 - (12) Pro Vice Chancellor (Sciences)
 - (13) Vice President (Global)
 - (14) Vice President (Advancement)

INVITATION TO ATTEND

- 5 Other officers and staff of the University may be invited to attend meetings of Executive Group with rights of audience and debate.

SECRETARY

- 6 Chief of Staff to the Vice Chancellor with rights of audience and debate but no voting rights.

MEETINGS

- 7 Executive Group will normally meet fortnightly.
- (1) Executive Group members are expected to attend all meetings and may send nominees where such nominees are approved by the Vice Chancellor and authorised to make decisions on behalf of the absent senior executive.
 - (2) Meetings may be held face-to-face, by virtual meeting room or by Teams.

QUORUM

- 8 For matters which are determined by a vote, the quorum shall be 50% of the membership plus one.

CONFLICT OF INTEREST

- 9 Members are required to identify any actual, potential and perceived conflicts of interest as outlined in the University's [Conflict of Interest Policy](#), which may exist in respect of any of the items on the agenda.

REPORTING

- 10 Executive Group will act as a conduit as determined by the Vice Chancellor for University matters progressing to the University Council and its Committees.