

Griffith University Elders and First Peoples Knowledge Holders Advisory Board Constitution

Established by Vice Chancellor and President: 3 August 2021

In 2019 and 2020, there were significant changes in senior management positions and portfolio responsibilities. This included the appointment of Griffith University's inaugural Pro Vice Chancellor (Indigenous) to the University's executive team, as a significant influencer and enabler of University activity and initiatives in Indigenous education, community engagement and research and innovation

Griffith University has a proud history of First Peoples engagement.

Prior to this Advisory Board, the Aboriginal and Torres Strait Islander Committee was originally established as a Committee of the Vice Chancellor, and was then reestablished as a Committee of the Council (8/91), reporting to the Pro Vice Chancellor (Equity and Community Partnerships) (3/2003) and then to the Deputy Vice Chancellor as nominated by the Vice Chancellor (2/2006). The 1/2011 meeting of the Council approved a significantly revised constitution.

With changes to executive portfolio responsibilities in 2020, a review was undertaken of the university's First Peoples governance mechanisms. Council, at its 7/2020 meeting, approved the disestablishment of the Aboriginal and Torres Strait Islander Advisory Board and delegated authority to the Vice Chancellor to establish the Griffith University Elders and First Peoples Knowledge Holders Advisory Board and approve its constitution.

Previous version of constitution approved by Vice Chancellor and President: 3 August 2021

Current version of constitution approved by Vice Chancellor and President: 12 March 2024, 2024/0001036

1. Purpose

- 1.1. The Advisory Board provides strategic advice and guidance to the Vice Chancellor through the Deputy Vice Chancellor (Indigenous, Diversity and Inclusion) on
- (a) establishing and maintaining effective and ongoing engagement and consultative mechanisms with First Peoples communities and partners, recognising the unique place of First Peoples in our history and culture and the importance of respecting Indigenous knowledge, culture and talent.
 - (b) priorities, strategies and initiatives for First Peoples teaching and learning, research and engagement.

2. Functions

- 2.1. Without limiting the purpose, the Griffith University Elders and First Peoples Knowledge Holders Advisory Board shall advise the Vice Chancellor through the Deputy Vice Chancellor (Indigenous, Diversity and Inclusion) on strategic direction, appropriate policies, procedures and cultural protocols to advance First Peoples initiatives including
- (a) programs and initiatives which support an inclusive student body and equitable access, participation, retention and success of First Peoples students;

- (b) a coherent framework for teaching Indigenous content and cultural competency in Griffith University degrees;
- (c) the promotion of local, national and international relationships that enable authentic engagement focused on educational outcomes and partnering in socially relevant research of benefit to First Peoples students, staff and communities;
- (d) strategies and initiatives to build the cultural competence of the University, its staff and students;
- (e) promoting the interests of First Peoples students and staff within the University;
- (f) First Peoples education priorities, opportunities, developments and achievements referred from other key University committees, such as the Council, Executive Committee, Academic Committee and Equity Diversity and Inclusion Committee;
- (g) reviewing, making recommendations about and monitoring the University's progress towards improved educational outcomes for First Peoples students and staff including the University's report to the Commonwealth Government for the Indigenous Student Success Program.

3. Membership

3.1. The membership of the Advisory Board is:

- (a) Chair being a Council member and nominated by the Chancellor;
- (b) Deputy Vice Chancellor (Indigenous, Diversity and Inclusion), ex officio;
- (c) two academic staff representatives, including one early career academic staff representative;
- (d) one professional staff representative;
- (e) two student representatives, one undergraduate student and one postgraduate student, nominated by the Director, Student Equity and Diversity and Director, Indigenous Research Unit;
- (f) one representative of the Griffith University First Peoples Alumni, appointed by the Vice Chancellor;
- (g) at least five First Peoples community representatives appointed by the Vice Chancellor with consideration given to broad community representation including individuals with skills, experience and knowledge in areas such as First Peoples health, sciences, business, arts, education or law.

3.2. The Board may co-opt additional persons as required.

3.3. The Board must be constituted by a majority of First Nations persons.

3.4. In appointing members, consideration is to be given to Aboriginal and Torres Strait Islander representation and gender representation.

4. Term of Office

4.1. All members other than ex officio members shall serve for a term of up to two years from the date of appointment. Members may, if eligible, be reappointed to serve an additional term or terms.

- 4.2. Provision for continuing membership should be made through staggered appointment dates to ensure that there are always experienced members on the Board.

5. Method of Operation

- 5.1. The Board may appoint to its working parties or task groups persons who are not members of the Griffith University Elders and First Peoples Knowledge Holders Advisory Board.
- 5.2. The Board may invite any person to attend specific meetings to advise the Board, or participate in discussion of a particular matter.
- 5.3. The Advisory Board will establish an annual work plan of key priorities consistent with its purpose and function in advancing First Peoples initiatives and will regularly monitor the progress of actions under the work plan. A report of work plan progress and outcomes will be provided to the University's Council, through the Vice Chancellor, at least once a year.

6. Quorum

- 6.1. The quorum for Board meetings shall be the nearest whole number above half of the membership.

7. Conflict of Interest

- 7.1. Board members must disclose any interests that could constitute an actual, perceived or potential conflict of interest with respect to participation on the Board.
- 7.2. Members are asked to complete a Declaration of Interest form upon their appointment, and update it upon any new interests, and submit to the Secretary of the Board.
- 7.3. Additionally, at the start of each meeting members must identify any actual, perceived or potential conflict of interest which may exist in respect of any of the items on the agenda.
- 7.4. When an interest has been declared, the Chair may resolve that the member:
- (a) leaves the meeting while the item of business is discussed; or
 - (b) participates in the discussion but withdraws from the meeting before the vote and/or decision; or
 - (c) stays but does not participate in either the debate or vote/decision; or
 - (d) stays with full debating and voting/decision rights.
- 7.5. All declarations of interest will be recorded in the minutes and in the Declarations of Interest Register. The minutes will also record any ensuing action to manage the conflict.

8. Meeting Schedule

- 8.1. The Board shall meet at least four times a year.

9. Servicing of the Board

- 9.1. The Deputy Vice Chancellor (Indigenous, Diversity and Inclusion) is to arrange secretariat support for the Board.