

### Introduction

The Faculty of Business has agreed that there will be a single core Faculty Advisory Board for the Faculty, which will be augmented with relevant members of the business community and/or other educational institutions as appropriate to advise on matters relating to specific discipline areas, courses and areas of relevant research. A fundamental function of the Faculty Advisory Board, amplified in the following more detailed statements, is to strengthen the reputation and quality of the Faculty.

### Membership of Faculty Advisory Board

The members of the inaugural Faculty of Business Advisory Board are as follows:

Mr. Mike Blake – Tasmanian Auditor General (Chair)

Professor Gary O'Donovan – Dean, Faculty of Business, UTAS

Mr. Stephen Porter - Director of Searson Buck

Mr. Chris Lock - Director, Economic Policy - Department of Treasury and Finance

Ms. Angelique Klasan - IBM Consulting Services

Ms. Jayne Wilson - Director, Wilson Management & Administration

Ms Lou Clarke – Chief Executive Officer, Launceston Chamber of Commerce

Mr. Lee Whiteley – Managing Director, Southern Prospect

Ms. Jo Archer - Launceston Engagement and Development Manager, UTAS

Professor Victoria Wise - Head, School of Accounting and Corporate Governance, UTAS

Dr. Sarah Jennings - Head, School of Economics and Finance, UTAS

Dr. Martin Grimmer - Head, School of Management, UTAS

Dr. John Byrom, Assoc Dean, Launceston & Cradle Coast Campuses, Faculty of Business, UTAS

Mr. Craig French, Business Manager, Faculty of Business, UTAS

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### Terms of Reference

The terms of reference for the Faculty of Business Advisory Board are:

1. to provide advice to the Dean and the appropriate Heads of Schools relating to the development, content, implementation and performance of the specific teaching programs nominated to the Board by the Dean of the Faculty and make appropriate recommendations to the Faculty and Schools through the Dean;

2. to provide advice to the Dean and the appropriate Heads of Schools as to the adequacy of the Faculty's courses in light of business, industry, government and community needs, including proposals for revised or new units and courses, in accordance to the University quality assurance and new course timelines;
3. to assist in identifying opportunities which lead to closer relations between the Faculty, business, industry and employers by all possible means including university-industry research arrangements, courses sponsored by industry and/or other arrangements;
4. to provide comment to the Dean and the appropriate Heads of Schools regarding the marketing and promotion of research, teaching and learning activities;
5. to advise the Dean and the appropriate Heads of Schools on opportunities for the development of relevant research activities and projects within the Faculty
6. to promote the enrolment of well-qualified undergraduate and postgraduate students, and their subsequent employment after graduation; and,
7. to assist, where practical, in locating and recruiting the best possible staff for the Faculty

## **Monitoring Board Performance**

The Board will review its own performance annually and report the outcomes thereof to the Dean. In doing so the Board will ensure that it is satisfying the Terms of Reference. Amendments to the Terms of Reference may arise from such a review.

## **Administrative Arrangements**

### ***Secretariat***

The Dean's Personal Assistant will provide secretariat support to the Board. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair and the Dean, at least one week before the meeting, and ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within two weeks of the meeting to each member, and to the Dean.

### ***Meetings***

At least three meetings will be held annually, scheduled to align with the principal responsibilities of the Board. The Chair is required to call a meeting if requested to do so by the Dean.

The Board will agree a forward meeting plan, including meeting dates and agenda items, each year. The forward meeting plan will cover all of the Board's responsibilities as detailed in this Terms of Reference. Members may submit to the Secretariat items for inclusion on the agenda, at least two weeks before a meeting.

### ***Attendance at meetings and quorum***

Members of the Board are expected to attend all scheduled meetings and attendance will be reported in the Faculty's annual report. Should a member be unable to attend a meeting they cannot nominate another person to attend in their place.

A quorum will be seven members, including the Chair or nominee and the Dean or nominee, with not less than half of the external members being present.

### ***Declaration of Conflict of Interest***

Board members are responsible for declaring a conflict of interest, whether pecuniary or non-pecuniary. Board members must declare any conflicts of interest, or any circumstances where conflicts of interest may reasonably be perceived to exist, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

In all matters where a conflict of interest exists, or may reasonably be perceived to exist, the Board member should not participate in the decision-making process.

***Confidentiality***

Board members have a responsibility to treat all information with appropriate confidentiality. This includes matters tabled and/or discussed at the Board meetings, as well as any additional issues raised out of session.

***Fees***

Members of the Board are not entitled to receive a fee but they will be reimbursed for reasonable travel, meals and accommodation (maximum of one night) expenses if they attend meetings away from their home base.

April 2008