CECS Advisory Board 2018

Background
CECS Advisory Board is one of the communication mechanisms used to keep the broader CECS community informed of matters relevant to the operation and development of the College. It provides a discussion forum for topical issues.

Purpose of the Advisory Board
The Advisory Board will provide the College with:

- status reports as relevant from the A/Deans, D/Dean and General Manager
- a report from the Dean
- review and discussion of specific ANU level or CECS level issue
- time for Q&A with Dean, A/Deans, D/Dean, and General Manager regarding reports or any other matters arising
- an opportunity to raise issues directly with the College Executive
- from time to time, members of the ANU executive or other speakers will be invited by the Dean to attend the meeting

Legislation covering Advisory Body can be found in ANU COLLEGE GOVERNANCE RULES (No. 2) 2013, Article 4 <https://www.legislation.gov.au/Details/F2013L01475>

Membership
All academic staff and general staff and students in the College are invited to participate in the Advisory Board. Any CECS staff member or any student that attends a meeting of the Advisory Board is considered a member of the Board for the purposes of the meeting. A CECS student is defined as any student enrolled in a CECS course.

Roles and Responsibilities

1. **CECS Dean** will
   a. provide a report to the Advisory Board
   b. approve the discussion topics for Advisory Board
   c. engage in the Q&A process

2. **The Early Career Academic on the CECS Executive** will
   a. chair the Advisory Board
   b. propose discussion topics.
   c. arrange speakers and chair the discussion at the Advisory Board

3. **A/Deans, D/Dean and General Manager** will
   a. provide a report to the Board if requested by the Dean
   b. attend the meeting if possible and engage in the Q&A process
Our ways of working together

Our guiding principles are:

1. Acknowledge and be aware of how we behave
   Let’s build a stronger community. One that respects, welcomes and openly acknowledges difference in expertise, experience and perspective. We are all accountable for our actions and behaviour; they mean something. We will operate with trust and respect.

2. Pioneer and make change
   We are leaders, making a new world. We shape change, rather than let it happen to us. This means we’ll encounter unfamiliar territory; and when we do, we’ll face it with creativity, courage and what we’ve learnt so far.

3. Measure success by impact and our contribution
   The work we do will influence how people live; societies, governments, technology and therefore humanity will positively change when we succeed. We will measure ourselves and others based on the objectives given to us by our university.

4. Be evidence and value led
   We recognise the trust that society has placed on us. Our actions mean something; they can change lives. Our individual and collective decisions will be informed by evidence and guided by the values of our university. If we don’t have data, we will go get it.

- This Board operates as a team of peers. All voices will be heard and afforded value and consideration.
- We will be respectful of each other’s views and each other’s time.
- The Board provides a forum for the sharing of information and for collegiate discussion. The intent of each and every discussion is to discuss the ways and means by which we will advance the College as a whole; and support the operation and growth of all of its parts collectively.
- General meeting conduct rules will apply. Those who (with the permission of the Chair) have the floor, will be brief, accurate, professional and transparent in the presentation of facts and points of view. Other members will pay attention to the speaker.
- As one of the primary consultative activities of the College, members participating in Advisory Board meetings will demonstrate the cultural values we aspire to, including teaming, respect, commitment to active, best practice performance, and integrity.
- The Dean’s office is the contact point for coordination of the meeting and for collation the agenda, discussion topics and questions in advance
- The Agenda for the Advisory Board will be circulated in advance
- the written reports are to be taken as read at the time of the Advisory Board
- a record of meeting of the Advisory Board will be made available to all staff and students via the CECS website after each meeting

Meeting frequency

The Advisory Board will meet at least once during each semester.

Review

The Advisory Board membership and terms of reference are to be reviewed annually, as part of the ECA performance review – the next review date is 7 May 2020.

Date of effect

April 2019