

Executive Committee

Terms of Reference

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027



Document

Document Name	Management Committee
Brief Description	This Document describes and outlines Griffith College's Executive Committee. Key concepts contained in this document include membership, tenure and frequency of meeting and Quorum.
Responsibility	College Director and Principal
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Authorising Body	Board of Directors

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
26.02.2020	5	Document changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
N/A	N/A

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1 Purpose and Scope

- a) This purpose of this Document is to describe and outline the Management Committee in relation to Griffith College and outlines key concepts such as membership, tenure and frequency of meeting and Quorum.

2 Document Contents

- a) Griffith College Management Committee:
 - i. oversees budget, strategy, planning, policy, procedures and quality assurance mechanisms relating to the administration and operation of all Griffith College campuses;
 - ii. oversees the development and implementation of policies, programs and projects as required;
 - iii. provides a management forum for marketing, finance, admissions, administration and academic activities;
 - iv. monitors and advises on progress against financial targets;
 - v. provides advice on emerging issues or innovations across all areas including student well-being;
 - vi. considers and approves recommendations on Griffith College strategy, operational plans, policy and procedures.

2.1 Membership

- a) College Director and Principal (Chair)
- b) Director, Marketing and Admissions
- c) Admissions Manager
- d) Academic Director
- e) Deputy Academic Directors
- f) Director, Student and Academic Services
- g) Commercial Finance Manager, UPA, Navitas
- h) Student and Academic Services Managers
- i) Quality and Compliance Manager (Secretary)

2.2 Tenure and frequency of meeting

- a) Management Committee meets on a monthly basis.

2.3 Quorum

- a) The quorum of any meeting is half, or if half is not a whole number, the next highest whole number of the total number of members for the time being of the committee.
- b) Thus, when determining the quorum for any meeting, vacant positions are not counted.
- c) Members who hold rights of audience and debate only are not counted for a quorum.