

# Registration of Expression of Interest

Academic Board Membership

Appointed Student Member (**Postgraduate**) – Further Information



## EXPRESSIONS OF INTEREST TO BE SUBMITTED NO LATER THAN 4 PM, FRIDAY 26 AUGUST 2022

Please type or use **BLOCK** letters

Students wishing to nominate are asked to complete the accompanying Expressions of Interest (EOI) submission form. Completed EOIs may be submitted by:

Email to: [mail to: secretariat@jcu.edu.au](mailto:secretariat@jcu.edu.au)

or

Mail to: *Mr Ian Troupe, Secretary to the Academic Board  
EOI – Academic Board Membership – Appointed Postgraduate Student Member  
Secretariat, James Cook University, Townsville Qld 4811*

Enquiries to: (07) 4781 4961

The process of appointment of student members will be undertaken being mindful of geographic reach, gender and organisational membership, and consistent with the process of appointment of members of Council Committees. The selection will be undertaken by the Academic Board Executive (Chairperson of the Academic Board, Vice Chancellor and the Deputy Chairperson of the Academic Board).

### Procedures for the Appointment of Student Members to the Academic Board

#### 1. Eligibility for appointment

The Board currently has one position for a **postgraduate** student commencing 17 September 2022.

**Postgraduate** students wishing to be considered by the Academic Board Executive (Chairperson of the Academic Board, Vice Chancellor and Deputy Chairperson of the Academic Board) for appointment to the **postgraduate** student position on the Academic Board can be either a part-time or full-time student of James Cook University.

All expressions of interest by postgraduate applicants will be considered and those unsuccessful may become part of a pool of applicants to fill future vacancies.

This postgraduate student member provides the Board with a greater understanding of the student perspective to assist in:

- a. monitoring the quality of teaching, research and scholarship in the University and to provide leadership in the development of policies on quality improvement;
- b. providing leadership in the development of policies on student admission, progress and discipline; and
- c. having academic governance oversight of all JCU academic operations, including collaborative arrangements and off-shore operations.

The appointment will be for a term of up to two-years as determined by the Academic Board Executive.

The Expressions of Interest (EOI) process gives **postgraduate** students the opportunity to register their interest to contribute to the effective academic governance of JCU in accordance with the [Academic Board Charter](#).

#### 2. Appointment Process and Term of Appointment

2.1. Calls for Expressions of Interest from eligible students

2.2. Academic Board Executive considers submissions and appoints the successful student to the Academic Board and, confirms the term of office that the appointed member will hold, being for a period of not less than one-year and not longer than two-years.

2.3. The term of office may be terminated by the person so appointed or by the Academic Board, upon three months' notice in writing.

The duties of a member of the Academic Board are below for your reference.

## **Duties and Responsibilities of a member of the Academic Board**

### **Members - Roles and responsibilities**

All Board members have a responsibility to:

- read the agenda papers
- attend meetings and participate in discussion
- be prepared to consider options and to vote on motions
- consider the implications of decisions on the efficiency, effectiveness and public standing of the University
- participate in occasional working parties or other support activities
- consult with constituencies as appropriate, and within the limits of confidentiality where required
- keep the Chairperson, Secretary or Committee Officer informed if they cannot attend a meeting or meet any particular deadlines.

All members, *ex officio* and appointed members, have a responsibility to act in the best interest of the Board and the University.

Members bring to the Board their unique experience, expertise, values, insights and interests, including interests some members may have in particular segments of the University community. When participating in the decision-making of the Board, each member should seek to support decisions which provide the greatest benefit to the University. In this regard, members are expected to put forward their own points of view but ones that take into account the needs and requirements of the University.

### **Members - Declaration of Conflicts of Interest**

Members are required to bring to the Chairperson's attention any potential conflict of interest that they might experience as a Board member.

This could arise as a result of the Board discussing a matter in which a member might have a direct interest (e.g. a financial interest). Depending on the matter, it may be sufficient for the member to be absent from the meeting during consideration of the item, or to refrain from voting on a motion.

The Chairperson, in consultation with the Secretary, will advise on the most appropriate action when informed of the potential conflict of interest.

Policy: [Code of Conduct for the University Council](#)

Policy: [Conflicts of Interests Policy – University Council and its Committees](#)

Procedure: [Conflicts of Interest Procedure – University Council and its Committees](#)

### **Resignation from Board**

A member wishing to resign from the Board must provide formal notice of their intention by letter to the Chairperson with a copy to the Secretary.

The letter should contain a brief explanation for the resignation and the expected date of resignation. This will allow for any preparation to fill the vacancy left by the resigning member in a timely manner.

### **Terms of Appointment**

The Academic Board membership terms of appointment are available at Section 4.8 of the [Academic Board Charter](#).

### **Conduct of Meetings**

Meetings of the Board shall be conducted in accordance with the Standing Orders of Council, which apply to all Boards, Committees and Sub-Committees of the Council.