

Membership of University Council (Appointed Members)

Expressions of interest to be submitted to the University Secretariat

Advice on the outcome of the submission of this expression of interest will not be issued until after the Governor-in-Council has considered the nominations put forward by the University to the Queensland Minister for Education and the University Council appointments have been decided.

Expressions may be submitted by:

Email to:

secretariat@jcu.edu.au

Inquiries to:

(07) 4781 4256

Important points to keep in mind

The James Cook University requires a broad diversity of skills and expertise across the Council membership to effect the good governance of the University. Council has determined that the skills and expertise required are as follows:

- Leadership/executive/non-executive/governance skills/experience
- Longer-term strategic thinking skills/experience
- Financial and commercial expertise
- Higher education sector experience or knowledge (teaching, learning, research and innovation)
- Geographic experience/perspective (northern Queensland/Singapore)
- Indigenous experience/perspective
- Behavioural competencies, including collegiality, diligence, integrity, curiosity, courage and being an active contributor

Subject matter expertise as follows:

Preferable

- Audit, accounting, and legal
- Risk management
- Health Safety and Environment
- Community networks/connections

Desirable

- ICT resources
- Physical resources
- Human Resources
- Public policy or government relations
- Sustainability (environmental, social, economic and cultural)
- James Cook University may put forward nominations for consideration by the Minister, who makes recommendations to the Governor-in-Council.
- James Cook University will decide the nominations for the Member positions appointed by the Council.
- Membership of the University Council requires a significant and sustained commitment of time and energy. The likely time commitment per year is participation in at least seven to nine Council meetings, including Council workshops plus committee meetings, plus personal preparation time. All agendas are remotely accessed electronically via the Council web site with no hard copies provided. The University will provide a returnable laptop/tablet for this purpose or members may use their own.

Terms of Appointment

- Governor-in-Council appointed members will usually be appointed for a period of four years from 20 April 2018, however a decision may not be made until April 2018.
- University Council appointed members may be appointed for a term ranging from two to four years from 20 April 2018.
- Council members serve as individuals rather than as representatives of particular bodies, organisations or constituencies. They have an overriding responsibility to act collectively in the best interests of the University, and are expected and encouraged to be concerned with all Council issues.

Members' fees

University Council members do not receive sitting fees. Travel, accommodation and subsistence expenses incurred in attending meetings will be reimbursed.

Meetings

Council generally meets seven to nine times each year. Five to seven meetings are normally held in Townsville, and two in Cairns. Occasionally Council meetings may be held at other campuses or JCU locations. Members are required to attend in person. Council also has two workshops each year, usually held in conjunction with the Council meeting, and from time to time weekends may be engaged. The Council has a number of Committees, including the Chancellor's Committee, Finance, Human Resources, Audit, Risk and Compliance, Awards and Ceremonies, and Health, Safety and Environment, some of which have Sub-Committees and all include Council members, which normally meet during working hours but Members may participate either in person or by videoconference or teleconference. In addition, Members will be required to participate in a Council Circular process 2 weeks prior to each meeting and Circularised Resolutions as issued from time to time.

1. PERSONAL DETAILS

Family Name:

Title: Ms/ Mrs/ Mr/ Other
(please specify)

Given Name/s:

Date of Birth:

Home address:

Postal address
(if different from home address)

Telephone-Mobile:

Home:

Telephone-Work:

Fax:

E-mail address:

Home

E-mail address:

Work

Current Occupation and employment history (attaching a current Curriculum Vitae would be preferable:

Qualifications / Professional Associations (please indicate if you have a JCU qualification):

2. PLEASE INDICATE YOUR REASONS FOR WISHING TO JOIN THE JAMES COOK UNIVERSITY COUNCIL.

3. PLEASE REFER TO THE SKILLS AND AREAS OF EXPERTISE LISTED ABOVE AND PROVIDE COMMENT ON YOUR EXPERTISE IN THE LIGHT OF THAT LIST.

4. GIVEN THE SIGNIFICANT PRO BONO TIME COMMITMENT REQUIRED OF COUNCIL MEMBERS (E.G. MEMBERSHIP OF COMMITTEES AND AD HOC COMMITTEES, WORKSHOPS, ACTIVITIES INVOLVING ALLOCATED DIVISIONS) WHICH WILL ARISE BETWEEN MEETINGS OF COUNCIL, PLEASE COMMENT ON HOW SUCH A COMMITMENT WILL BE FULFILLED GIVEN YOUR OTHER RESPONSIBILITIES.

5. PLEASE GIVE DETAILS OF ANY INVOLVEMENT OR EXPERIENCE YOU MAY HAVE HAD ON BOARDS OR COMMUNITY GROUPS.

6. PLEASE INDICATE ANY RELATIONSHIP YOU MAY HAVE THAT MAY DIRECTLY OR INDIRECTLY TOUCH ON THE JCU (SUCH AS SPOUSAL OR OTHER FAMILY EMPLOYMENT OR STUDY AT JCU OR A BUSINESS RELATIONSHIP WITH JCU EITHER AS CONTRACTOR OR SUPPLIER). SUCH RELATIONSHIPS MAY PRESENT AN ACTUAL, POTENTIAL OR PERCEIVED CONFLICT OR MATERIAL PERSONAL INTEREST.

7. PLEASE PROVIDE ANY OTHER INFORMATION IN SUPPORT OF YOUR EXPRESSION OF INTEREST. FOR EXAMPLE, YOU MIGHT CARE TO OFFER SOME BRIEF THOUGHTS ON JAMES COOK UNIVERSITY, OR PROVIDE SOME INSIGHT INTO ANY OTHER PERSONAL SKILLS YOU WOULD BRING TO THE COUNCIL.

DECLARATION

I understand that, by indicating a wish to be considered by the State Government for appointment by the Governor-in-Council or by the University Council for appointment as an *Appointed* or *Additional* member to the governing body of James Cook University or a Committee, I will be asked to authorise a criminal history check on my background by the Queensland Police Service. I further understand that such checks represent standard practice when considering potential appointees to State boards and authorities.

I also acknowledge that:

1. Employees and students of JCU are not eligible for Governor-in-Council or Additional member appointments to the JCU Council.
2. A person is not eligible for appointment to the JCU Council if they are of unsound mind, or bankrupt, or have been convicted of any indictable offence.
3. Appointed members are required to complete a Declaration of Interests form and abide by all relevant University policies e.g. Conflict of Interest and Council Code of Conduct
4. The information provided by me will be held by the University's Secretariat in accordance with the Information Privacy Act 2009 (Qld) and the 11 Information Privacy Principles.
5. JCU may approach any person or body listed on this form for the purposes of verifying any nominee information given in this EOI.
6. I will be expected to attend an induction session and sign a declaration confirming I have been inducted and understand my duties and responsibilities.
7. I will be expected to apply for and maintain a Blue Card.
8. I understand that members of the Council and its committees do not receive remuneration for their role as an officer of the University but do receive appropriate reimbursement for any approved costs incurred while on official university business.

I hereby declare that I am a fit and proper person to be a member of the JCU Council or a Committee and that I acknowledge that the information contained in this form is true and complete.

PLEASE RETURN YOUR FORM BY 4 PM ON FRIDAY 25 AUGUST 2017

Submit Form and attach a current CV