Duties of Faculty Board and Committee Members

Whilst the UNSW Act establishes duties for University Council members, there is no formal legislative directive for Faculty Board and Committee members. However, the standards that apply to Council members are also expected of Faculty Board and Committee members.

The duties of Faculty Board / Committee members can be summarised as follows:

- To act honestly, in good faith in the best interests of the University as a whole, and for a proper purpose;
- To exercise reasonable care and diligence;
- To not improperly make use of information or their position; and
- To disclose material conflicts of interest.

In addition, the University Council has also issued a Code of Conduct that is applicable to all staff and affiliates of the University. The Code supplements the duties set out above and therefore also has implications for how Faculty Board and Committee members must conduct themselves. In particular, the Code requires that:

- staff observe standards of equity and respect in dealing with every member of the University community; and
- staff to act appropriately when a conflict of interest arises between a staff member or affiliate’s own self-interest and their duty to the University. This is further explained in the University’s Conflict of Interest Policy.

The overriding principle is that the interests of the University as a whole needs to be preferred to the interests of any particular individual or sub-group.

As part of properly discharging their duties, Board and Committee Members are expected to:

- Prepare for meetings, including having read papers issued ahead of meetings;
- Attend and participate in discussions at the meeting;
- Raise at meetings any matters of concern;
- Ensure that the Minutes of previous meetings accurately record the business of those meetings; and
- Ensure the confidentiality of matters discussed at meetings is protected.

The following is required of Faculty Board and Committee meetings:

- meetings will be conducted under the rules and procedures set down in the Committee’s Terms of Reference;
- meetings will be conducted in a collegial manner;
- Where possible, decisions should be made on a unanimous basis; and
- Issues raised for discussion should be matters that fall properly within the Board or Committee’s remit.