

Information for Elected Members on Boards and Committees



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How do Elected Representatives fit into UNSW Australia's structure?

The University values the representation of both staff and students to ensure that the best interests of its staff and students are being considered at Board and Committee meetings.

There are elected representatives on all the main UNSW Boards and Committees, including:

University Body	Electorates	Term of Office
Council	Staff 2 Academic staff positions 1 Non-Academic staff position	2 years
	Student 1 Undergraduate student position 1 Postgraduate student position	2 years
Academic Board	Staff 18 Professorial staff positions 18 Non-Professorial staff positions	2 years
	Student 2 Undergraduate student positions 2 Postgraduate Coursework student positions 2 Higher Degree Research (HDR) student positions	2 years
University Committees	Staff 1-3 elected Academic Board staff members	2 years
	Student 1-2 elected Academic Board student members	1 year
Faculty Boards	Staff At least 4 persons elected by and from the academic staff of the Faculty	2 Years
	Student At least 3 persons elected by and from the students enrolled in Faculty programs	1 year

What is the Governance Structure of the University?

A diagram illustrating the Governance structure of UNSW can be found at *Appendix A*.

Council and Council Committees

The governing authority of the University is the Council, established under the *University of New South Wales Act 1989 (NSW)* as amended.

As the University's governing body, the Council acts for and on behalf of the University; controls and manages all the University's concerns; and promotes the objects and interests of the University.

To assist in the governing of the University, the Council has established a committee structure. Council and Council committee members serve the University on a voluntary basis.

Academic Board

The Academic Board is the principal academic body of the University responsible for approving academic proposals and for providing advice on academic policy, academic strategy and academic standards.

Faculties and Schools

Each Faculty is required to have a Faculty Board. The Terms of Reference are set out in the [University of New South Wales Rules \(Schedule 7\)](#). Faculty boards consider and provide advice to their Dean on academic matters in the Faculty including:

- Oversight of quality of teaching and research.
- Oversight of academic proposals for the establishment and revision of courses and programs.

Faculty boards also perform such functions as may be delegated to them by Council. Flexibility is provided to the Faculties in terms of how the Faculty Board will operate and what committees are established.

Schools are required to have a School Board – the Terms of Reference are set out in the [University of New South Wales Rules \(Schedule 9\)](#).

What are the decision-making processes?

[Decision-making flowcharts](#) for each Faculty are provided on the [Governance](#) website as well as the documents listed below.

[The Register of Delegations](#) outlines the functions Council has authorised particular officers and bodies of the University to carry out regularly.

Authority for the establishment and functions of the University's boards and committees can be found in the following:

[University of New South Wales Act 1989](#)

[University of New South Wales By-law 2005](#)

[University of New South Wales Rules](#)

What are the duties of Board and Committee members?

The University's expectations of staff and students with respect to their professional and personal conduct are set out in the [Code of Conduct](#) (staff and affiliates) and in the [Student Code Of Conduct](#). If a Board or Committee member breaches one of the duties listed below and/or the Code of Conduct, s/he may be removed from office.

Duty to Act in the Best Interests of the University

Committee members must act in good faith in the best interest of the University as a whole and for a proper purpose. It is a breach of duty to prefer the interests of a member's electorate to those of the University as a whole.

Duty to Exercise Care and Diligence

Members must act honestly and exercise a reasonable degree of care and diligence. This involves being familiar with the business of the University and the business listed on agendas. Members must prepare for, attend and participate attentively in meetings of the Boards and Committees they serve on and send apologies if they are unable to attend a meeting.

Duty not to improperly use Position

Members must not make improper use of their position to gain an advantage, directly or indirectly for themselves or another person, or to cause detriment to the University.

Duty not to improperly use Information

Members must not make improper use of information acquired because of their position to gain an advantage, directly or indirectly, for themselves or another person, or to cause detriment to the University.

Confidentiality and Privacy

Sometimes, items being discussed within a committee meeting will be confidential. Members should actively ensure that confidential information is not disclosed as there may be financial and legal penalties – not only for the University but also for the committee member if the information is released. Confidential matters/documents are clearly marked.

Conflict of Interest

A member has a conflict of interest when an interest creates an incentive for the member to act in a way which may not be in the best interest of the Committee or the University. A conflict of interest may be financial or non-financial, direct or indirect, professional or family related. It may be potential, actual or perceived.

Members must disclose conflicts of interest to the Chair of the committee prior to consideration of the relevant matter or matters. The Chair has discretion to determine whether the member may participate in the deliberations, participate in the deliberations but not take part in any decision on the matter, or be excluded from the deliberations altogether.

The University's [Conflict of Interest Policy](#) is available on the Governance Website.

Equity

Members have an obligation to observe standards of equity and respect in dealing with every member of the University community.

Preparation for Meetings

Elected positions give staff and students a voice in the formal decision-making structure of the University. As these are formal positions, making time to prepare for, attend and participate in meetings is essential.

This will include:

- Reading all meeting papers in advance and clarifying any matters with either the Chair or the relevant Governance contact.
- Considering any issues you either wish to raise in relation to agenda items or which you may be asked to respond to.
- Considering the interests of the particular electorate you represent, while bearing in mind your duty to act in the best interests of the University.
- Attending meetings, participating in discussions and voting.
- Sending apologies to the relevant Governance contact before the meeting if you are unable to attend (apologies are noted in the minutes of the meeting).
- Ensuring the confidentiality of matters discussed at meetings is protected.

How can I make my term more effective?

The following are some tips to help you effectively contribute to meetings:

- Consult the staff and students you represent to ensure that the views you will present are shared. Ensure that your comments are balanced and constructive. If possible, back them up with any evidence you may have and/or a paper (pre-approved by the Chair).
- Please note that the email address you provided for election purposes will be shared for Board/Committee related responsibilities.
- Read the minutes of previous meetings as a reminder of issues discussed and any agreed actions, matters or items.
- Discuss issues with other elected representatives who attend before the meeting and learn their views.
- Following meetings, feed information and decisions (that are not confidential) back to other staff and students, and make them aware of any outcomes which might affect them.

What support does Governance provide for Boards and Committees?

The Governance team provides the following support for Boards and Committees.

- Meeting support (agenda preparation, meeting pack distribution, preparation of minutes and matters arising, and meeting logistics via SharePoint)
- General communications to members
- Governance advice
- AIMS endorsements of academic proposals
- Agreed follow-up actions

Note that Governance does not provide support for School Boards.

Where can I find more information?

Further general information is available on the [Governance website](#).

Meeting packs, minutes and other Governance reference material are available on the Governance [SharePoint](#) site. You will be provided access to the Board/Committee you have been elected to.

You can also find further information on the following Governance Webpages:

[Council](#)

[Academic Board and University Committees](#)

[Faculty Board and Committees](#)

Please feel free to email the Governance team via governance@unsw.edu.au, or any of the relevant staff members listed in the [Governance contact page](#).

