

ADVISORY BOARD CONSTITUTION

As agreed by Curtin Academy Fellows meeting 26 June 2020 and ratified by the Curtin Academy Executive on 18 August 2020 9:15am via WebEx meeting.

CURTIN ACADEMY ADVISORY BOARD

As part of the project to relaunch and re-energise the Curtin Academy, the Curtin Academy Executive has proposed formation of a Curtin Academy Advisory Board. This refines the earlier idea of a patron, and allows us to expand our networks and leverage the networks of others towards our common goal.

Curtin Academy Advisory Board Constitution

Commencement date: 26 November 2020.

Establishment

The Curtin Academy Advisory Board (CAAB) was established by the Curtin Academy Fellows on 18 August 2020 via WebEx meeting.

01 Functions and Responsibilities

The role of the Curtin Academy Advisory Board (CAAB) is to:

- provide strategic advice to Curtin Academy on emerging industry trends and workforce development needs;
- facilitate linkage between the Curtin Academy and industry, government, professions and the community;
- provide critical reflection on the work of the Curtin Academy; and
- promote the Curtin Academy, its mission and its contributions.

02 Deputies

The Chair may approve the nomination by an *ex officio* member, of a person to be the deputy of the *ex officio* member.

If an Advisory Board member is unable to attend a meeting, their deputy:

- may attend the meeting in place of the member; and
- in respect of that meeting may exercise all the rights and is subject to the responsibilities, of the member.

03 Establishment of Working Parties

The Curtin Academy Advisory Board may establish and disestablish, as needed, working parties to undertake particular projects. Such

working parties may include members other than members of the Curtin Academy Advisory Board.

04 Membership

The proposed structure of the advisory board is as follows:

1. **one member of Curtin Council** *to be nominated by Curtin Council*
2. **one recognised leader in the Higher Education sector**
3. **The Chair of Academic Board** (*ex-officio*) (inaugural Chair)
4. **The Chair of Curtin Academy** (*ex-officio*)
5. **Deputy Chair of Curtin Academy** (*ex-officio*)
6. **One Global Pro Vice Chancellor**
7. **One industry leader from each of the faculty areas** *faculty-based groupings of CAFs will be asked to nominate 2 or 3 names to be approached by the executive*
8. **An indigenous Elder**
9. **Guild President or nominee** (*ex-officio*)
10. **Deputy Vice Chancellor-Academic** (*ex-officio*)
11. **Curtin Academy Executive Officer**

- Membership shall be for a term of two years, with one opportunity for renewal for a further two-year term.
- The recognised leader in the Higher Education sector shall be nominated and chosen by the Curtin Academy Executive.
- To fill a vacancy in the Industry leader positions, faculty-based groupings of Curtin Academy Fellows will be asked to nominate 2 or 3 names to be approached by the Curtin Academy Executive.
- The Chair may co-opt non-members to attend specific meetings to assist the Board in its deliberations.
- The Curtin Academy Advisory Board shall appoint, from within its members, a Deputy Chair to chair the meetings in the absence of the Chair.

05 Meeting Schedule

The Curtin Academy Advisory Board will meet at least twice per calendar year.

06 Reporting

The Curtin Academy Advisory Board shall report to the Curtin Academy by way of its Minutes.