



## Office of the Secretariat

### Council Standing Committee

#### Terms of Reference

The Committee shall have the authority to:

- 2 appoint selection committees for the Pro Vice-Chancellors, Executive Director (Business and Administration), Deans and Professors and receive and approve recommendations from those selection committees; and
- 2 deal with any matter brought to it by the Vice-Chancellor or the Chair of the Finance Committee, Chair of the Buildings and Grounds Committee or Chair of the Audit and Compliance Committee which, in the opinion of the Chancellor or in his/her absence the Deputy Chancellor, requires urgent attention, provided that members of the Council are informed promptly in writing of the matter and the reason for the urgency

#### Reports/Makes Recommendations to:

University Council

#### Chaired by:

Chancellor *ex-officio*

#### Membership:

Chancellor *ex-officio*  
 Deputy Chancellor *ex-officio*  
 Vice-Chancellor *ex-officio*  
 Chair of the Academic Board  
 Chair of Audit and Compliance Committee  
 Chair of the Finance Committee  
 Chair of the Building and Grounds Committee  
 A student member elected by and from the Council

#### In attendance:

Secretary to Council or nominee

#### Gender Balance

When coopting members the Committee will consider gender balance. The objective will be to ensure that the Committee membership includes at least two women and two men

#### Quorum:

A quorum shall consist of a simple majority of members of the Committee.

#### Term of Office

Elected members will hold office for a two-year period. In the event that an elected member vacates office prior to the conclusion of their term, then an election will be conducted by the Council for a replacement to serve the remainder of the term.

#### Meetings


The Committee will meet as required. In the event that a formal meeting of the Committee cannot be convened, as a consequence of unavailability of members and/or urgency of a matter for resolution, then, where appropriate and with approval of the Chancellor, resolution will be sought by "flying minute".

#### Support:

Office of the Secretariat will provide support.

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