



TERMS OF REFERENCE

A1.9 ACADEMIC BOARD STANDING COMMITTEE

1 Preamble

There are occasions when the Academic Board is required to take action but it is inconvenient or impossible to call a regular or “special” meeting of the Academic Board. The Standing Committee of the Academic Board is established to make decisions on behalf of the Academic Board in “planned” situations and occasions when an unanticipated urgent decision is required.

2 Terms of Reference

- 2.1 The Standing Committee shall have power to make rulings and resolutions on behalf of the Academic Board on matters relating to the admission, progression and withdrawal of students and may act on behalf of the Academic Board within the scope of the authority of the Academic Board.
- 2.2 Resolutions of the Standing Committee shall stand as rulings and resolutions of the Academic Board and shall be formally noted at the next regular meeting of the Academic Board.
- 2.3 The Standing Committee may make recommendations to the Academic Board on any matters which have been put forward for the consideration of Academic Board.
- 2.4 Reports of the Standing Committee meetings shall be circulated to each member of Academic Board prior to its next meetings the regular meeting.

3 Composition of the Standing Committee

The membership of the Standing Committee of the Academic Board shall be:

- 3.1 **Chair:** Chair of the Academic Board or when the Chair is unavailable, the Deputy Chair of the Academic Board
- 3.2 **Members**
 - i. the Dean and Head of College; and
 - ii. One academic staff member of the Board nominated by the academic staff of the Board
- 3.3 **Executive officer**
 - i. The Executive Officer of the Assessment Committee shall be the College Registrar (or such other person as nominated by the College Registrar).

4 Meetings of the Standing Committee

4.1 Meetings

- i. Meetings of the Standing Committee shall occur as and when necessary to fulfil the business of the Board.
- ii. Meeting shall be called by the Executive Officer on the authority of the Chair of the Board.

4.2 Quorum

- i. All members of the Standing Committee must be physically present or be electronically linked for a meeting of the Standing Committee to be properly constituted.

4.3 Meeting procedures

- i. Standard meeting procedures will apply, decisions being determined by resolution based on a majority view.


4.4 Minutes

Minutes of each meeting must be kept and must be:

- i. signed by the Chair as a true and accurate record, and
- ii. distributed to each member of the Committee prior to their submission to the College Academic Board, and
- iii. distributed to the members of the College Board as part of the agenda of their next regular meeting of the Board.

5 Administration

5.1 Approval and Review

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Information Officer	Registrar		
Initial Approval Date	10 March 2011		
Version Number	1.2	Approval Date	2 December 2014
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Approval Authority	Dean and Head of College		
Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	12/4/15