ADM+S Executive Committee

Terms of Reference

1. Purpose

The ADM+S Executive Committee is the senior decision-making body for the Centre and a key source of advice to the Centre Director on strategy, implementation, governance, performance, and well-being.

2. Responsibilities

The Committee:

- sponsors and supports the Centre's strategic plan, including annual review and revision;
- reviews and approves the Centre's operating plan;
- determines the proportion of the grant funds to be allocated on an annual basis, including the allocation of strategic funds for grants, prizes and other initiatives;
- reviews and approves Project Specification Forms as required by the CoE Participants Agreement;
- advises on decisions about resourcing priorities, including research infrastructure and facilities;
- holds annual research reviews of the work of each of the Centre's four programs, addressing key findings, problems, opportunities, resources and interactions;
- oversees the design and implementation of new research, teaching and engagement activities in line with the strategic plan;
- ensures that the Centre's suite of education offerings provides training, capability development and public programs of the highest quality;
- sponsors new opportunities for research, research collaboration and research translation that will build the Centre's reputation for excellence in automated decision-

making research, including the approval of new members, participants and Third Party Project Agreements with new parties;

- determines the priorities for the Centre's engagement and impact activities;
- tracks the Centre's progress against performance measures and agrees on actions to address under-performance;
- oversees the Centre's governance arrangements ensuring they are fit for purpose; ensures the Centre's pursuit of excellence is ethical, responsible and

3. Membership

The membership will comprise the Centre Leaders and senior staff in the Centre:

- Centre Director (Chair)
- Associate Director (Co-Chair)
- At least one of the Program Leaders
- At least one of the Focus Area Leaders
- Partner Investigator representative
- Research Infrastructure Leader/s
- Research Training Leader/s
- One representatives of the Centre's research higher degree students
- One representatives of the Centre's early career researchers
- Chief Operating Officer
- at a minimum, one Chief Investigator or Associate Investigator from each Eligible Organisation.

4. Term and Process of Appointment

Members are appointed to the Committee in accordance with the process outlined in clause 6.4 of the Participants' Agreement. The term of appointment of each appointed member of the Committee is to be two years, but may be renewed.

5. Vacancies

If the position of an appointed member falls vacant due to:

- the resignation of the member; or
- the member ceasing to hold the requisite qualifications for the position;

the Chair may appoint a person who would otherwise be eligible for appointment to the position to complete the remainder of the former member's term of office.

6. Gender and Cultural Diversity

Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender and cultural diversity of the committee before making decisions regarding an appointment.

7. Meeting and Administrative Arrangements

- The Chair will convene a minimum of six meetings each year. Urgent items may be considered out of session;
- Secretariat and other support to the Committee is provided by RMIT Centre staff;
- All decisions of the Executive Committee shall be on a consensus basis, and failing consensus, the Centre Director may call for a vote of Executive Committee members, who may pass resolutions on a simple majority basis. If the votes for and against a resolution are equal, the Centre Director will have a casting vote;
- Whenever a member is unable to attend, they may nominate a proxy to attend. The proxy will exercise all rights and privileges of the member;
- All meetings may occur either in person or by telephone, audio-visually, or by using any other technology which has been consented to by all of its members, and allows each member to hear each other member and address all of the members simultaneously.

8. Notice of Meeting

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee, any other person required to attend, no later than five working days before the date of the meeting.

9. Subcommittees

The Committee may establish one or more subcommittees to assist it in the carrying out of its functions.

24 SEPTEMBER 2020

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