ADM+S International Advisory Board

Terms of Reference

1. Purpose

The ADM+S International Advisory Board is a strategic advisory body and a key source of advice to the ADM+S Executive Committee on strategic planning and direction, management and performance.

2. Responsibilities

The Board:

- provides strategic advice, insights and recommendations to the Centre on all matters relating to its strategy and operations, including endorsement of the Centre's strategic and operating plans;
- identifies opportunities for new initiatives and partnerships;
- provides guidance for research and teaching priorities;
- contributes to the sustainability of the Centre by promoting Centre activities and membership;
- assists the Centre Directors to identify additional opportunities for the Centre, including alternative funding opportunities;
- oversees the Centre's diversity and equity strategy, including the Centre's indigenous research capacity.

3. Membership

The membership will comprise internationally recognised scholars, leaders in relevant industries, senior representatives of collaborating institutions, and senior Centre and University personnel. Across its membership, the Board will include social, technical, industry and policy expertise, as well as extensive national and international experience across all four of the Centre's applied Focus Areas: Health, News and Media, Transport and Mobilities, and Social Services.

The membership will comprise:

- A Chair
- Up to six non-executives
- Up to two ADM+S executive members (Centre Director and Associate Director)
- Chief Operating Officer (Secretariat)

Other people may be invited by the Chair to attend all or part of any meeting.

4. Term and Process of Appointment

- The Chair is selected and appointed by the Centre Director. The advice of the Chair is sought in the selection process for the remaining board members.
- The term of appointment of each appointed member of the Board is to be one year, 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 Board will convene two meetings each year. Members will also be available to provide counsel when needed.
- Secretariat and other support to the Board is provided by the Chief Operating Officer or nominated officer in their absence.
- The quorum is half the membership, plus one.

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 Board, any other person required to attend, no later than five working days before the date of the meeting.

4 NOVEMBER 2020

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