Faculty/School/Location

Chapter, group or network name

TERMS OF REFERENCE

**CONTENTS**

[1. Terminology and Acronyms 3](#_Toc15043748)

[2. Mission and goals 3](#_Toc15043749)

[2.1. Mission 3](#_Toc15043752)

[2.2. Goals/Objectives 3](#_Toc15043753)

[3. Statement of Intent 3](#_Toc15043754)

[4. Structure 3](#_Toc15043755)

[5. Committee members, roles & responsibilities 3](#_Toc15043756)

[5.1 President 3](#_Toc15043757)

[5.2. Vice-President 3](#_Toc15043758)

[5.3. Secretary 3](#_Toc15043759)

[6. General expectations of Committee members 3](#_Toc15043763)

[6.1. Time commitment 4](#_Toc15043764)

[6.2. Advisory capacity 4](#_Toc15043765)

[6.3. Appointment of committee members 4](#_Toc15043766)

[6.4. Vacant positions that arise within a term 4](#_Toc15043767)

[6.5. Resignation of a committee member 4](#_Toc15043768)

[7. Committee members 4](#_Toc15043769)

[7.1. Number of meetings per year 4](#_Toc15043771)

[7.2. Meeting Chair 4](#_Toc15043772)

[7.3. Minutes and agendas 4](#_Toc15043773)

[7.4. Motions and resolutions 4](#_Toc15043774)

[7.5. Quorum 5](#_Toc15043775)

[7.6. Apologies 5](#_Toc15043776)

[7.7. Annual General Meeting (AGM) 5](#_Toc15043777)

[8. Record keeping 5](#_Toc15043778)

[9. Sub-committees 5](#_Toc15043779)

[10. Reporting Requirements 6](#_Toc15043780)

[11. Code of Conduct 6](#_Toc15043781)

# Terminology and Acronyms

Curtin University Curtin or the University

University Advancement Advancement

Alumni and Community Relations Coordinator ACRC

Annual General Meeting AGM

# Mission and goals

1.
2.

## Mission

*Insert chapter mission*

## Goals/Objectives

* Objective 1
* Objective 2
* Objective 3

# Statement of Intent

*<Chapter name>* is a volunteer opportunity available to driven and passionate Curtin who embody Curtin’s values of integrity, respect, courage, excellence and impact.

# Structure

Elaborate on structure – is it formal or informal? (include a chart of the structure if necessary)

# Committee members, roles & responsibilities

## 5.1 President

*The role of the President is to* *….*

##  Vice-President

*The role of the Vice-President is to ….*

## Secretary

*The role of the Secretary is to ….*

1.
2.
3.

# 6. General expectations of Committee members

In addition to the responsibilities defined above, the following expectations shall apply:

* actively participate in meetings by providing ideas, suggestions and feedback
* at all times when representing the University, act in line with Curtin’s values of integrity, respect, courage, excellence and impact
* represent the *<Chapter name>* at both Curtin and external events
* act as an ambassador for the University by informing alumni and the Curtin community about engagement opportunities, such as events, programs and fundraising initiatives
* encourage networks to nominate alumni for the annual Alumni Achievement Awards
* encourage and recruit other alumni to give back to Curtin through time and expertise
* identify meaningful content for social media platforms.

## 6.1 Time commitment

It is expected that committee members attend in person or via teleconference at least fifty (50) percent of committee meetings per year, but shall not miss more than three consecutive meetings without providing a proxy form to the Secretary prior to each meeting. The Secretary shall keep record of attendance.

Committee members also required to attend the AGM.

The amount of volunteer time required by the committee member may change depending on the key initiatives happening throughout the year. However, it is recommended that Committee members dedicate at least four (4) hours a month to key initiatives (in addition to committee meetings).

## 6.2 Advisory capacity

Committee members shall act solely in an advisory capacity and shall not have any decision making power in relation to the performance of a function or exercise of a power by Curtin.

## 6.3 Appointment of committee members

Committee members shall be appointed to the *<Chapter name>* for a period of two (2) years. Committee members who elect to serve for two (2) years can re-elect and be appointed for another two (2) years upon a majority vote by the *<CHAPTER NAME>* at an Annual General Meeting (AGM). A committee member can serve in the same role for a maximum of two (2) terms; a total of four (4) years.

Nominations for vacant roles will received prior to the AGM and accepted at the AGM.

In the instance of more than one nomination for a position, nominees are given the opportunity to ‘present their case’ in the form of a short two minute speech as to why they should be nominated for a position.

## 6.4 Induction

The Committee members will be provided with an induction pack by the Secretary which will include the following documents and access:

* Welcome letter;
* Terms of Reference;
* Position description;
* Current operational plan; and
* Access to *<Chapter name>* folders.

## 6.5 Vacant positions that arise within a ter

If a committee member vacates their position during a term, the *<Chapter name>* shall directly appoint a new committee member by majority vote at a meeting. This shall be recorded in the minutes of that meeting. The new committee member shall act in that position until the next AGM.

## 6.6 Resignation of a committee member

Shall a committee member be no longer able to carry out their term, they shall advise the President in writing (via email), and give a minimum of one (1) meeting notice. The resignation shall be announced at their final meeting and shall be recorded in the minutes by the Secretary.

# 7. Committee members

1.

## 7.1 Number of meetings per year

It is recommended that the *<Chapter name>* meet a minimum of six (6) times per year and a maximum of twelve (12) times per year; in addition to the annual planning meeting and the Annual General Meeting (AGM) (outlined below). At the start of each calendar year, the *<Chapter name>* shall set the meeting dates and locations for the year, and the Secretary shall send calendar invitations to Committee members and the ACRC.

## 7.2 Meeting Chair

Meetings shall be chaired by the President or Vice-President.

## 7.3 Minutes and agendas

The Secretary shall call for agenda items and apologies two (2) weeks’ prior to a forthcoming meeting. The Secretary shall provide the agenda one (1) week prior to a forthcoming meeting.

All meetings shall be minuted by the Secretary and distributed to members (electronically) as ‘unconfirmed’ minutes. This should occur no later than two weeks after the meeting. The unconfirmed minutes of a meeting are then ‘confirmed’ by the *<Chapter name>* at the commencement of the subsequent meeting.

## 7.4 Motions and resolutions

A motion is a proposal that is presented at a meeting for discussion and decision.

NB: Decisions and resolutions of the *<Chapter name>* are not binding on Curtin and are made solely in an advisory capacity.

Putting forward and voting on a motion:

* A committee member, known in this case as a ‘mover’, can put forward a proposal (motion) prior to a meeting via the Secretary and the motion shall be included on the agenda.
* At the meeting, the committee member will announce the motion.
* A second committee member, known in this case as a ‘seconder’, shall agree to ‘second’ (support) the motion so that it can be considered by the *<Chapter name>* for discussion and decision. A motion that is not seconded will lapse.
* The Chair then open up debate on the motion allowing Committee members to discuss the motion.
* After sufficient debate, the motion shall be read aloud and voted on.
* If the motion is passed, it becomes a resolution and shall be in the minutes with the name of the mover and seconder.

## 7.5 Quorum

At the commencement of each *<Chapter name>* meeting, the Chair must establish that there is a quorum to satisfy the quorum requirements.

Quorum is a term that defines the minimum number of people required to conduct business. The *<Chapter name>* quorum is half the number of Committee members plus one (1).

If there are not enough Committee members present at the meeting, either in person or via teleconference or proxy, the meeting shall still take place but motions cannot be resolved.

## 7.6 Apologies

The Secretary shall call for apologies, along with the callout for agenda items (as stated above), two (2) weeks prior to a forthcoming meeting. Committee members and Champions must email their apologies to the Secretary no later than two days prior to the forthcoming meeting. Apologies shall be recorded in the minutes.

## 7.7 Annual General Meeting (AGM)

An AGM is a meeting held once a year that all alumni are invited to attend. The *<Chapter name>* shall hold its AGM at the end of the financial year.

The purpose of an AGM is to:

* report on key initiatives for the previous financial year
* report on statement of accounts prepared by the ACRC and Operations Coordinator for the previous financial year
* elect Committee members for vacant positions
* discuss key initiatives for the coming year
* consider any proposals to amend the Terms of Reference
* consider any other business
* allow time for questions.

# 8. Record keeping

All records and documentation on committee member activities shall be maintained on *<insert program for storing documents>.* At the end of each calendar year, the Secretary shall provide all relevant documents to the ACRC.

# 9. Sub-committees

The *<Chapter name>* may establish and abolish sub-committees as it deems fit and any such sub-committee shall be chaired by a committee member. Sub-committees can be formed to assist with the coordination of key initiatives.

# Reporting Requirements

The President of the Chapter will present an annual written report of the chapter’s activities at the AGM. The Treasurer will present financial reports at each *<Chapter name>* meeting, as well as a balance sheet and bank statements on an annual bases.

# Agreement

**Curtin Code of Conduct**

All committee members of Curtain-affiliated alumni chapters, groups or networks shall adhere to Curtin University’s Code of Conduct. The Code of Conduct (“the Code”) is a statement that provides clarity and guidance about ethical behaviour and how parties to the Code are expected to conduct themselves at all times. Please refer to the Code of Conduct here: [complaints.curtin.edu.au/local/docs/Code\_of\_Conduct.pdf](file:///%5C%5Cstaff.ad.curtin.edu.au%5Ccommon%5CPER%5CVC%5CSHARED%5CAdvancement%5CCOMMUNITY%20RELATIONS%5CPrograms%5CAlumni%20Chapters%5CAdministration%5CTemplates%20and%20forms%5CExternal%20templates%5CGovernance%20and%20planning%5Ccomplaints.curtin.edu.au%5Clocal%5Cdocs%5CCode_of_Conduct.pdf)

Note: the Code may vary from time to time.

The Code reflects Curtin’s Values and its Guiding Ethical Principles ([complaints.curtin.edu.au/local/docs/Code\_of\_Conduct.pdf](file:///%5C%5Cstaff.ad.curtin.edu.au%5Ccommon%5CPER%5CVC%5CSHARED%5CAdvancement%5CCOMMUNITY%20RELATIONS%5CPrograms%5CAlumni%20Chapters%5CAdministration%5CTemplates%20and%20forms%5CExternal%20templates%5CGovernance%20and%20planning%5Ccomplaints.curtin.edu.au%5Clocal%5Cdocs%5CCode_of_Conduct.pdf)). The Code requires that all parties to the Code will, with respect to:

1. Intellectual Freedom; use their right to intellectual freedom of enquiry and expression responsibly, honestly and with respect for the intellectual freedom of others;
2. Personal and Professional Behaviour; perform their duties professionally with respect, integrity, fairness, care, and without harassment, bullying, or discrimination;
3. Relationships; take care that all working relationships are appropriate and do not compromise professional and ethical standards or involve a conflict of interest and/or breach of trust;
4. Conflicts of Interest; take reasonable steps to avoid any conflict of interest (real or apparent) to act in the best interests of the University;
5. Communication and Use of University Information; respect the confidentiality of sensitive and commercially significant information and not use it for their personal gain or the personal gain or benefit of others;
6. Dishonest and Criminal Behaviour; conduct themselves lawfully and properly and not use their position within the University for personal advantage or for the personal advantage or disadvantage of others; and
7. Use of University Resources; use University facilities, equipment and work time conscientiously, honestly, and in a proper manner.
8. The Code complements, but does not exclude or replace, common and statutory rights and obligations or requirements prescribed in relevant legislation.

**Breach of the Code**

Curtin University reserves the right to either disband a Curtin-affiliated chapter, group or network, or remove an individual committee member from the committee, if the Curtin Code of Conduct is breached.

**Committee member registration form**

All committee members of Curtin-affiliated alumni chapters, groups or networks must complete the committee member registration form on the Chapters, Groups & Networks Portal, before they commence conducting work for [insert chapter name], and be listed as a member on the [insert chapter name] webpage.