

## Management Committee

### CHARTER

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#### 1. TITLE

The Committee shall be referred to as the LCAFS Management Committee.

#### 2. PURPOSE

The purpose of the Committee is to provide a consultative forum in which the Head of School and senior staff can meet to address matters of operational and strategic importance for the School.

#### 3. FUNCTIONS

Functions of the Committee shall include

- To provide feedback and advice on critical operational issues, in particular those that may have budgetary or engagement implications
- To review and provide responses on issues raised at Faculty level
- To consider the implications of policy and position papers issued by the University, Industry or Government
- To discuss and clarify the School's position in relation to possible strategic directions and opportunities
- To liaise with the School's Industry Advisory Committee and to consider the advice offered
- To assist the Head of School in identifying issues to be communicated broadly to the School community
- To address any other issue deemed worthy of the attention of this Committee

#### 4. MEMBERSHIP

The Committee shall comprise:

- The Head of School, who will act as *Chair*
- The School Manager, who will act as *Secretary*
- At least four Senior Staff members
- Anyone else by special invitation

Members, where possible, shall be representative of:

- The disciplinary areas of Land, Crop and Food Science
- The School's operations at Gatton and St Lucia

Membership shall be:

- By invitation by the Head of School
- For a term of 12 months
- Reviewed annually
- Renewed or changed over, full or in part

## **5. MEETINGS**

The Management Committee shall meet two times each semester. *Ad hoc* meetings may be called as required.

Meeting venues shall alternate between Gatton and St Lucia.

Where necessary, meetings may be conducted by video or teleconferencing.

## **6. MINUTES**

Minutes of meetings shall be taken, circulated to all members and formally endorsed at each subsequent meeting.

Upon their endorsement, minutes shall be made available to staff on a special network drive.

Where relevant, the Head of School shall report on the proceedings of Management Committee meetings at the following Full School meetings.