



USASA Education Committee

Terms of Reference

Membership

The Education Committee will consist of at least two current USASA Board members.

The USASA Board will appoint Board members to the Committee and designate one of them as Chair of the Committee. The USASA Board will be responsible for the approval of all members.

The President will be an ex-officio member of the Committee as per the constitution.

The Education Committee will have a maximum of one voting member per school, which will include the 16 schools at UniSA, a minimum of two Board members, and the President and Student Representative Support Officer as Ex-Officio Members.

The representative for each school will be selected as follows:

1. The Convener will contact Heads of School or the Student Engagement Unit asking them to recommend a student leader appropriate to the committee
2. In the event a School has no obvious student leadership program or the staff member does not respond, the Committee will select the student representatives to fulfil any vacancies within a School

Chairing

The Chair of the Committee will be responsible for organising all meetings.

The Chair will be appointed by the USASA Board when Committee membership of board members is established.

Frequency of Meetings and Quorum

The Education Committee will meet regularly, usually on a monthly basis. Otherwise, the Chair may call a meeting by giving two weeks' notice to all Committee Members

A quorum will comprise of 3 committee members, of whom, at least 2 being USASA student board members

Meeting Attendance of Committee Members

Should a Committee member be unable to attend a Committee, they are to seek leave in advance to the Chair of the Committee outlining their reasons for their non-attendance and may include their recommendation for their exclusion.

Decisions made by the Committee

The Committee will make determinations based on a simple majority vote of members present. Ex-officio members will have voting rights.

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| <p>Record of Meetings</p> <p>The Committee will nominate one of their members to minute meetings at the first Committee meeting of the year.</p> <p>The minute secretary must submit the minutes to the Convener within 7 days of the meeting occurring.</p> <p>The Convener must publish a call for agenda items at least 14 days prior to a meeting.</p> <p>The Convener must make the agenda items and the previous meeting's minutes available to committee members at least 7 days prior to a meeting.</p> | |
| <p>Reporting Mechanism</p> <p>The Chair will be responsible for submitting a report to the next board meeting following a Committee meeting.</p> <p>The report will include a copy of Minutes of any meetings of the Committee which has occurred since the last Board meeting</p> | |
| <p>Purpose</p> <p>The USASA Education Committee seeks to understand the education needs of UniSA students, and to support and drive education improvement initiatives at UniSA.</p> | |
| <p>Functions & Delegated Authority</p> <p>The Committee's purpose is to assist the USASA Board with approval and to act on matters relating to the education of UniSA students which can include;</p> <ol style="list-style-type: none"> 1. Working with Academic Representatives and Course Representatives to ensure a partnership with USASA. 2. Discussing education issues related to students in the university 3. Collaborating with relevant persons or bodies on issues that may affect the education of UniSA students. 4. Matters the Board may refer to the Committee from time to time in connection with the organisation's position on education issues. | |
| <p>The Committee's function is to provide advice and recommendations to the Board. It does not have any decision-making powers, except those delegated to it by the USASA Board.</p> <p>These terms of reference should be reviewed at least once a year by the Committee with recommendation made to the Board to ensure their relevance.</p> | |

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