Membership and Terms of Reference – Committees Working Party

Membership:
Sue Smurthwaite, Associate Director, Academic Policy Services (convener)
Jan Cardy, Senior Administrative Officer
Deirdre de Souza, University Secretary
Kabilan Krishnasamy, Education Policy Officer
Sylvia Lang, Academic Secretary
Natalie Mast, Senior Adviser, Vice-Chancellor
Claire McIlroy, Senior Legislative Officer
Wanda Warlik, Project Officer/Faculty Executive Officer

By Invitation for Expert Advice:
Justine McDermott/Debra Paisley – Archives and Records Management
Brian Greene – Information Services

Terms of Reference:
The Committees Working Party has been established to consider a range of issues associated with improving the administrative efficiency and effectiveness of the committee system, at all three levels of the system – Senate, Academic Board/Faculties, and Vice-Chancellor Advisory Committees.

The review will be undertaken within the context of the 2005 review – “Working Smarter through Committees”¹ with a focus on affirming or modifying existing principles and introducing further efficiencies brought about, for example, by changes in technology, and the new governance requirements of NC2012.

It is anticipated that there will be two phases to the review:

Phase one will focus on a review of principles and practice, relating in particular to the:
1. Efficient flow of business through the committee system.
2. Effective use of committees by more efficient administration and management.
3. Streamlined management of agenda and minute documentation.
4. Efficient use of technology in provision of agendas and minutes.

Phase two will focus on provision of appropriate procedures, documentation and dissemination, in particular:
1. Update and/or formulation of appropriate documentation, templates, standard operating procedures and websites.
2. Formulation of staff development workshops on the role of the executive officer.

As with all such reviews, the Working Party will consult widely with relevant stakeholders.

Timelines:
Phase one: July – December 2012
Phase two: January – July 2013

24 August 2012

¹ (refer http://www.aps.uwa.edu.au/home/uwas_committee_system/other_committees_and_general_information)