Advisory Board:
School of Humanities and Communication

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1. Role

The Advisory Board provides an important opportunity for industry and external stakeholders to provide feedback to the Head of School and Program Directors on a range of matters, including curriculum design and industry needs, providing insight and advice on current and potential programs, with respect to the profession/industry and employment in the area of study to which it applies. The Board may also provide input to any programming changes under consideration as well as research directions and industry engagement opportunities.

2. Functions

The Advisory Board provides strategic advice to the Head of School on matters relating to:

• 	The development of future programs and specialisations, taking into account emerging developments in industry and community;
• 	Current program content and design, where applicable, giving consideration to future employment opportunities for graduates of the program;
• 	The extent to which current programs meets their stated learning objectives;
• 	Research and development opportunities and relevant consultation with external bodies;
• 	Reviews and comments on major reports and industry trends.

3. Membership

Board members are appointed by the Head of School, on the recommendation of the School Executive.

• 	Members are appointed on the basis of their knowledge and expertise in the area.
• 	Two thirds of members must be external to the University.
• 	The term of appointment is two years. Members are eligible for two terms only.
• 	The Head of School, Strategic Advisory Director, and Associate Heads (LT&SS and Engagement) are ex-officio members of the Board.
• 	The Chair is an external member of the Board, appointed by the Head of School, on the recommendation of the School Executive.

The Chair may invite other persons from the Faculties or from other sections of the University to attend part of or whole meetings of the Advisory Board, as may be necessary from time to time. Such attendees have no voting rights and do not count in the quorum.

4. Meetings, Reporting, and Minutes

Frequency of Meetings: The Advisory Board will meet at least two times per year.

Reports To: Executive Dean/Pro Vice-Chancellor (Education)

Minutes: Minutes and a post meeting action sheet, for all meetings, scheduled and special, shall be kept as provided for in the University's guidelines.

Committee Servicing Level 3 – agendas prepared; meeting outcomes and actions only recorded in note or table format; actions allocated, as per University guidelines for Committee Servicing.

All notices, agendas and minutes will be made available electronically and distributed to all members.

Quorum: At any meeting of the Advisory Board: Areas of Study, a quorum shall be 50% of the current membership. If a quorum is not present after the expiration of 15 minutes from the time appointed for the meeting, the meeting shall lapse. Members participating by teleconference or videoconference will be considered present and in attendance for purposes of determining the existence of a quorum.

5. Ethical Practices, Confidentiality, and Independence

Members of the Advisory Board are to:

•	Exercise objectivity and integrity in the discharge of their duties and responsibilities;
•	Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
•	Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
•	Exercise sound judgment guided by highest personal standards of honesty and integrity in all matters relating to membership of the Board;
•	Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
•	Disclose to the Board any matter which could compromise, or be seen to compromise, the performance of their duties on the Board or give rise to a perception of a conflict of interest; and
•	Have a sound understanding of the University's Code of Conduct [https://policy.usq.edu.au/documents/13279PL].