



JAMES COOK
UNIVERSITY
AUSTRALIA

CHANCELLOR'S COMMITTEE CHARTER

Approved by Council 22 October 2021
Last Reviewed by Committee on 12 October 2021
Amended by Council at Meeting (2/23) on 16 March 2023

CHANCELLOR'S COMMITTEE – CHARTER

1. Establishment

- 1.1 There is a Chancellor's Committee (*'the Committee'*) reporting to the Council. The Committee is established under Division 2, Section 11 of the JCU Act 1997. The Chancellor's Committee was first established by Council on 8 December 2016.
- 1.2 The purpose of this Charter is to outline the role, responsibilities, composition and operating guidelines of the Committee in accordance with the [James Cook University Act 1997](#), other relevant legislation and other appropriate University Policies and Procedures and has been approved by the Council of James Cook University.
- 1.3 The Charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities. The Committee or Chair may propose to the Council, following that review and from time to time, amendments to this Charter for approval.

2. Authority, Independence and Relationships

- 2.1 The Committee has no authority, unless delegated to it by the Council of the University.

The Committee is a Committee of the University and is directly responsible to the Council of the University. In discharging its responsibilities, the Committee has the authority to:

Conduct or authorise investigations into matters within its scope of responsibility.

Access information, records and personnel of the University for such purposes.

Request the attendance of any employee, including executive staff, and contractors to the University, at Committee meetings.

Conduct meetings with any relevant Division/College/Directorate, as necessary.

Seek advice from external parties and independent experts, as necessary, which the Committee reasonably considers necessary to execute its duties and responsibilities, obtaining the necessary funding approvals should this be necessary.

The Committee will liaise with other Committees of Council as required, to ensure:

- its statutory and operational responsibilities are met;
- there is no material overlap between the functions and duties of the Committees; and
- frank and meaningful interchange of information.

3. Purpose, Functions, Duties and Responsibilities

- 3.1 The purpose of the Committee is to:

- (i) provide advice and recommendations to the Council on matters of strategic importance and new corporate policy and procedure matters from time to time;
- (ii) deal with remuneration matters associated with the Vice Chancellor not reserved to Council;
- (iii) ensure that the Vice Chancellor's performance is evaluated and managed as required;
- (iv) ensure arrangements are in place for succession-planning for the roles of Chancellor and Vice Chancellor;
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(b) Appointed – by the Council

One* member appointed by and from the Council who is an external, independent member and whose appointment shall

- 8.2 Members are required to declare any interests, in accordance with the University's [*Conflicts of Interests Policy – University Council and its Committees*](#) and the [*Code of Conduct – University Council*](#) that could constitute a real, potential or apparent conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.
- 8.3 Confidentiality issues shall be dealt with in accordance with the University's [*Confidentiality Provisions - JCU Council, Council*](#)

Schedule A

Duties and Responsibilities of the Committee

1. The Committee is responsible for the following matters:

- (i) provide advice and recommendations to the Council on matters of strategic importance and new policy matters from time to time;
- (ii) ensure arrangements are in place for succession-planning for the roles of Chancellor and Vice Chancellor;
- (iii) set the parameters within which the Chancellor may negotiate the salary, allowances, remuneration and conditions of employment of the Vice Chancellor during recruitment or renewal of contract*;
- (iv) approve the Vice Chancellor's annual salary increase and performance bonus*;
- (v)

SCHEDULE 1

From time to time the University will undertake a search for potential nominees for nomination as a Governor-in-Council appointee or appointment as an Additional Member of Council, or appointment as a Co-opted Member of a Committee in order to maintain a pool of potential candidates.

A. The following procedures will be used by the Chancellor's Committee when a casual vacancy occurs in a Governor-in-Council or Additional Member appointment:

- a. members propose potential nominees;
- b. agreement is reached on a list of potential nominees;
- c. the list of potential nominees is prioritised on the basis of an overall assessment of the Council's existing skills and areas of expertise that will ensure the attainment of the Committee's objectives;
- d. the University Secretary will contact the potential nominees in order to determine each nominee's willingness to accept the appointment if offered by the Minister or the University and commit to the functions and workload of the University Council;
- e. subject to an affirmative response to d. above the University Secretary will request a *curriculum vitae* from the nominee;
- f. the Chancellor will prepare a confidential report to Council and propose for the endorsement by Council of recommendations to the Minister or for approval by Council for Additional Members for the filling of the vacancy that has occurred; and
- g. the Chancellor will refer the University's recommendations through the Office of Higher Education to the Minister and Government for referral to the Governor-in-Council for consideration.

B. The following procedures or part thereof will be used by the Chancellor's Committee in making recommendations on nominations for Governor-in-Council appointment

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j. subject to an affirmative response to h. above the University Secretary will request a *curriculum vitae* from the potential nominee(s);