

# Terms of Reference



## Council Selection Committee

### Establishment

*By what authority:* The University of Adelaide Act 1971, section 12(1)(d); Council 30 May 2016, 20 September 2021.

*For what period:* Indefinitely

### Role/Guidelines

*Role:* Makes recommendations to Council regarding the appointment of Council members under section 12(1)(d) of the *University of Adelaide Act 1971*.

*Guidelines:*

1. The Committee will prepare and update as required a list of the names of persons which it recommends to the Council for appointment to the Council.
2. Each of the persons whose name is on the list should:
  - have a commitment to education and, in particular, to higher education;
  - have an understanding of, and commitment to, the principles of equal opportunity and social justice and, in particular, to access and equity in education; and be eligible for appointment to the Council under s12(1)(d) of the Act.
3. Additionally, the Committee should be satisfied that each person whose name is on the list:
  - is of integrity;
  - is broadly supportive of the strategic goals of the University;
  - would be able to devote to the University's affairs the time required to be an effective Council member;
  - would not have any conflict between their personal interests, or any duty that they owe to another, and the duty that they would, if appointed to the Council, owe to the University;
  - would be willing and able to work in a collaborative way with other members of the Council and the University's senior managers; and
  - has at least a basic level of competence in understanding and assessing financial statements and the financial position of the University.
4. The list should, so far as practicable, include the names of not less than four men and not less than four women.
5. In identifying names for inclusion on the list, the Committee should have regard to the skills matrix of Council members

maintained by the Council Secretariat and endeavour, so far as practicable, to identify persons with skills likely to enhance the performance by the Council of its responsibilities.

6. The list should, so far as practicable, include the names of not less than three persons who have financial management expertise and not less than two persons who have commercial expertise (demonstrated by relevant qualifications or relevant experience at a senior level in the public or private sector).
7. The names on the list should, so far as practicable, reflect the diversity of the Australian community including in respect of race or ethnic origin, political opinion and age.
8. The deliberations of the Committee are to take account of the University's strategic plan and its Values and Behaviour Framework.

<i>Reporting line:</i>	To Council.
<i>Quorum:</i>	Half the full membership (ignoring any fraction resulting from the division) plus one.
<i>Procedures prescribed/determined itself:</i>	Determined by itself
<i>Frequency of meetings:</i>	As required.
<i>List of any sub-committees:</i>	None.

## Membership

<i>Members:</i>	The Chancellor and 6 other persons, 3 of whom are appointed by the Chancellor and 3 by the presiding member of the Graduate Association* (but at least 3 members of the Committee must be graduates of the University).  <i>*Alumni Council</i>
<i>Gender balance and Diversity</i>	To be considered before members are appointed or re-appointed.
<i>Term of Office:</i>	Appointed members hold office for two years and are eligible for reappointment. t No appointed member is to serve for longer than 12 years without the express approval of Council.
<i>Attendance</i>	Director, Governance Services (Secretary to the Committee). Any other person may attend a meeting of the Committee at the invitation of the Chair.
<i>Agenda:</i>	The agenda must allow for a declaration of any conflict of interest.
<i>Minutes:</i>	The minutes of the Committee should be prepared in accordance with the Standing Orders.  Reports of Standing Committees to Council should show clearly those matters <b>recommended</b> to Council for decision. Reports shall be considered at the ensuing meeting of Council.

**Contact person and phone/email** [council.secretary@adelaide.edu.au](mailto:council.secretary@adelaide.edu.au)

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