

# Executive Committee



THE UNIVERSITY OF  
MELBOURNE

Terms of Reference  
School of Biomedical Sciences  
Department of Anatomy and Physiology

## Committee Name

Executive Committee for the Department of Anatomy and Physiology, School of Biomedical Sciences.

### 1. Type

- 1.1. The Executive Committee is an Advisory Committee of the Department of Anatomy and Physiology (hereafter known as the Department)
- 1.2. Working groups may be formed to undertake specific tasks under the Executive Committee's terms of reference and ad hoc items which may periodically arise.

### 2. Purpose

The purposes of the Executive Committee are:

- 2.1. To provide advice to the Head of Department;
- 2.1. Includes monitoring of overall OHS performance across the Department;
- 2.1. Act as the Department's performance monitoring body.

### 3. Values of the Executive Committee

Consistent with the University and Faculty of Medicine, Dentistry and Health Sciences (MDHS) strategic imperatives in the pursuit of excellence, the Anatomy and Physiology Executive Committee's values are:

- 3.1. Integrity and Accountability - maintaining the highest international standards of ethics and quality in research;
- 3.2. Compassion and Collaboration - sustaining a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- 3.3. Respect - maintaining a safe, collegial and rewarding learning and working environment.

### 4. Scope

The Executive is responsible for:

- 4.1. Overseeing the development of Department plans and budgets and for monitoring performance, quality and risk once the plans and budgets have been approved;
- 4.2. Overseeing the preparation of Department policies in strategic areas for approval of the HoD, or submission through the HoD to the School of Biomedical Sciences.
- 4.3. Consider and provide advice on a range of major matters affecting the Department, including organisational structure, major academic developments, management policies and processes in areas including but not limited to:
  - Learning and teaching, including the student experience;
  - Research and research training;
  - Strategy and Culture; and
  - Administrative structures and functions including organisational sustainability.

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**Terms of Reference:** Executive Committee V2 March 2021 (Department of Anatomy and Physiology)

**Author:** Strategy and Operations Manager, Department of Anatomy and Physiology

**Accepted:** Executive Committee 5 March 2021 (out of session)

**To be reviewed:** March 2022

## 5. Authority

The Executive Committee will approve and subsequently make recommendations to the Head of Department, the School of Biomedical Sciences and Faculty Services.

## 6. Membership

The committee is Chaired by the Head of Department (HoD), or if absent the Deputy. The remaining members represent designated portfolios within the Department, and will be appointed by the Head of Department.

- Deputy Head of Department;
- Director of Teaching and Learning;
- Director of Research;
- Director of Research Training;
- Director of the Centre for Muscle Research;
- Senior Academic Members (2);
- Strategy & Operations Manager

Portfolio holders will serve for their term of appointment, which is nominally for two years, with a further one-year period as agreed with the HoD.

The Chair will have discretionary control over the appointment of portfolio holders and may invite other members to join as needed; however, gender equity and equal opportunity will be a consideration in the selection of committee membership.

An administrative support officer will assist as an ex officio member of the committee.

## 7. Meeting arrangements

The Executive Committee will meet monthly (or at more frequent intervals as determined);

- 7.1. A quorum will deem to be the Chair (or nominee) plus 50% of the remaining committee members (to the nearest whole number);
- 7.2. Agendas and minutes of previous meeting will be prepared by the Administrative Support Officer to the Chair, and distributed by email to members prior to the meeting;
- 7.3. Apologies are to be submitted in advance;
- 7.4. Minutes of meetings are recorded and are confirmed at the following meeting;
- 7.5. Communications between meetings will be by email;
- 7.6. All matters considered by the Committee are confidential;
- 7.7. All communications outside the Committee, will be upon the discretion of the Chair (or delegate).

## 8. Reporting

- 8.1. All working groups shall operate under the strategic direction of the Executive Committee to which they shall report quarterly or more frequently as the Executive Committee requires and to which they can make recommendations.

## 9. Resources and budget

Meeting rooms will be booked by the Administrative Support Officer to the Chair.

## 10. Review

The Terms of Reference will be reviewed annually by the Executive Committee.