

## **Governance Committee Terms of Reference 2024-25**

The Governance Committee is a committee of Council, and is responsible for considering and making recommendations to Council on nominations for co-option to membership of Council and its sub-committee; reviewing the Statement of Primary Responsibilities of Council, the role descriptions of the Officers and the members of Council, and terms of reference of the sub-committees.

### **1. Nominations**

- 1.1 To make recommendations to Council in respect of the appointment of:
  - [a] external Members of Council.
  - [b] to review and monitor the membership needs of the Council and its sub-committees and to solicit, receive and review names of potential members.
- 1.2 To advise Council on the establishment, terms of reference, composition, membership and dis-establishment of its sub-committees.
- 1.3 To advise Council on the appointment of Council representatives on other bodies, with which the University is affiliated, or has an association.
- 1.4 To review the skills base of Council, collectively and individually, and identify skills and expertise that would be of benefit to the governing body of the University.
- 1.5 To review the role descriptions of the Officers and members of Council.
- 1.6 To monitor the contribution made by Council Members.
- 1.7 To oversee the arrangements for Council member induction and development.

### **2. Corporate Governance**

- 2.1 To review, on an annual basis, the Charter and Ordinances and to provide Council with assurance on compliance. To advise Council on proposed changes to the Charter and Ordinances.
- 2.2 To monitor and report to Council on the effectiveness of operation of the Council's sub-committees.

### **Membership of Governance Committee**

- The Chair (ex-officio) who will be the Chair of the Committee
- President and Principal (ex-officio)
- The Vice-Chair of Council (ex-officio)
- QMSU President (ex-officio)
- Two external members of Council
- One elected staff member of Council

**Mode of Operation**

Governance Committee meets at least once per year, and may conduct additional meetings, including by circulation should membership matters requiring urgent recommendation to Council arise during the course of the year.