

## Mildura Regional Advisory Board

### Terms of Reference

La Trobe University has four regional campuses at Bendigo, Albury-Wodonga, Mildura and Shepparton. Each campus has a Regional Advisory Board

#### **Purpose**

1. To be a source of advice to La Trobe University on the strategic direction and local priorities of the campus.
2. To review and provide advice on the campus plan and receive and review University performance reports against the plan.
3. To provide advocacy for La Trobe University to individuals, business, community and educational organisations.

The Board may request the attendance of people from both within and external to the University with special expertise as required.

Staff and students have the opportunity to make representations on issues of local importance to the RAB; however this does not replace the formal internal structures already in place for the provision of staff input and provision of a student voice.

#### **Membership & Appointment**

1. Up to ten community members who:
  - are external to the University, and;
  - have an interest in higher education and its relationship with the region, and;
  - bring special skills relevant to the strategic direction of the Campus and the University
2. In Attendance: Head of Campus (or nominee)

Membership of the RAB is by invitation of the Vice-Chancellor and for a term of three years. The Chair and Deputy Chair are appointed by the Vice-Chancellor.

#### **1. Members**

- Dr John Cooke (Chair)
- Marcus Guthrie
- Anne Mansell
- Dennis Norton
- Glenn Stewart
- Julie Chambers
- Sharyon Peart
- Simone Heald

#### **2. In Attendance**

- Dr Deborah Neal
- Professor Richard Speed
- Hannah Files-Burke (Secretariat)

## **Meetings**

- The Board will meet at least twice per year.
- The meeting dates and agenda are to be approved by both the Chair and the Head of Campus prior to meeting.
- The Chair of the Regional Advisory Board will meet with the Chair of other Regional Advisory Boards as a group with the Vice-Chancellor annually via video conference and will also meet individually with the Vice-Chancellor once a year.
- The Pro Vice-Chancellor (Regional) will attend at least one Regional Advisory Board meeting per year.
- If some members are unable to attend any one meeting it is at the Chair's discretion, in consultation with the Head of Campus, to decide if there would be sufficient numbers to make the proceedings of that meeting valid.

## **Reporting**

The board provides advice to the Vice-Chancellor through the Head of Campus. The Vice-Chancellor provides a report to University Council annually regarding key issues raised by the RAB.

In relation to the campus plan the reporting cycle is as follows:

1. The University, through the Head of Campus, provides the RAB with the Regional Strategy and any other information deemed to require local expertise.
2. The RAB provides advice to the University through the Head of Campus on the content of the plan
3. Performance reports against the campus plan are provided to the RAB at least once per year by the University through the Head of Campus.
4. The RAB provides advice and commentary on the performance reports through the Head of Campus to the University.

In relation to the Chairs meeting with the Vice-Chancellor:

An annual report prepared by the RAB and the Head of Campus is to be developed for discussion and included at the Chair's meeting with the Vice-Chancellor. The report will outline the activities and contribution of the local RAB. These reports are presented at the November meeting of the University Planning and Resources Committee for noting and /or action as appropriate.