



**EXCELSIA
COLLEGE**
— Sydney —

Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

Document Number

GOV-TOR-03

Document Name

MANAGEMENT COMMITTEE TERMS OF REFERENCE

Document Status

Owner	Chief Executive Officer	July 2020
Approved by	Board of Directors	August 2019
Publication	Version 11 (Public)	March 2022
Review Date	Review of Version 11	March 2025

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ABN: 50 360 319 774 CRICOS Provider Code: 002664K

Context	<p>These Terms of Reference are to be read in conjunction with:</p> <p><i>GOV-01 Governance Charter</i></p> <p><i>Excelsia Strategic Plan 2020-2025 (PLA-GEN-03)</i></p> <p><i>Business Plan 2021-2025</i></p> <p><i>University Transition Plan (PLA-GEN-16)</i></p> <p><i>Quality Assurance and Improvement Plan (PLA-GEN-19)</i></p>
Purpose	<p>The Management Committee provides strategic and operational support to the Chief Executive in the daily life of the College. Matters may be referred to the Management Committee by the Board of Directors, the Academic Board, other Committees, or Managers.</p>
Functions	<p>Senior management support for the Chief Executive in:</p> <ul style="list-style-type: none"> • workplace health and safety • strategic planning • financial planning and the oversight of financial management • resource allocation and management • oversight of daily operations • facilitating the activities of the Departments and Schools <p>The Management Committee is responsible for:</p> <ul style="list-style-type: none"> • continuing compliance with the Higher Education Standards Framework • benchmarking, institutional self-review and continuous improvement, and responses to external assessments and audits • student services and community engagement • finances • physical and electronic facilities and resources • human resources • marketing and student recruitment <p>Lead and manage the efficient operation of the College, providing strategic and operational direction to the Board of Directors regarding Business Plan and Strategic Plan, whilst working closely with the Academic Board.</p> <p>Ensure a safe environment, and enhance and maintain good corporate and academic governance, sound business practices, effective decision making, and the capabilities of our staff, by reporting on Goal 3 of PLA-GEN-03 and through the Work Health and Safety Committee.</p> <p>Achieve and maintain financial viability and the capacity to achieve institutional and educational objectives, by reporting on Goal 4 of PLA-GEN-03.</p>

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	<p>Ensure culture and practices of continuous quality improvement and innovation through the Quality Assurance and Improvement Committee, reporting on PLA-GEN-19.</p> <p>Achieve University College status by 2025 or earlier through the University College Transition Committee, reporting on PLA-GEN-16.</p>
Membership	<ol style="list-style-type: none"> 1. The Committee shall be chaired by the Chief Executive. If the Chair is not present, the Committee will appoint a member from the Committee to act as Chair for the meeting. 2. Standing members of the Committee will be the Chief Academic Officer, Chief Financial Officer, Chief Student Services Officer and Academic Registrar, Chief Admissions, Global Engagement and Partnerships, Chief Operating Officer, Director of Quality, and Provost.
Quorum	Chair and three other members.
Meetings	<ol style="list-style-type: none"> 1. The Committee will meet at least once every two months, or more frequently as determined by the Chair. The last meeting in any calendar year will put forward a work plan for the upcoming academic year. 2. The Committee may meet electronically as appropriate. 3. The Committee may interact electronically between meetings as is necessary to advance its business. If matters (considered by the Chair to be of moment) require urgent resolution they may be put to the members of the Management Committee by circulation. The time allowed for the response will be at the discretion of the Chair. 4. With the approval of the Chair any staff member may attend any of the Committee's meetings. 5. The Team Assistant will be responsible for ensuring the provision of secretariat support for the Committee.
Agenda Items	<p>In advancing its Terms of Reference, the Committee will:</p> <ol style="list-style-type: none"> 1. follow a strategic agenda informed by the Strategic Plan and relevant internal and external frameworks 2. seek consistency and common approaches where these are in the best interests of students and staff, while supporting diversity and variation where this is conducive to a positive student experience, meeting staff expectations, and to effective College functioning more widely 3. periodically interact and exchange information with relevant boards/committees, and academic and student services, with respect to matters relating to Management, and 4. liaise with specific managers and offices, particularly with respect to issues or instances where matters of academic policy intersect with management issues

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Reports to	The Management Committee reports to the Board of Directors.
Record	The Secretary keeps a written record (minutes) of Management Committee meetings and these will be distributed to all members by email as soon as practicable after each meeting prior to archiving. The default format for the minutes is soft copy.

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