

## Regional Campus Advisory Committee

Responsibility: Vice-President (Regional Campuses, Properties and Faculties)  
Date approved: Council C82 on 17 & 18 May 2016  
Date last amended: -  
Date for next review: May 2018

### 1 Overview

The Regional Campus Advisory Committees are guided by USP's Strategic Plan 2013-2018 to enhance community and civic engagement. The University has established a series of committees known as Advisory Committees, with one based at each Campus/ (excluding Laucala in Fiji). Each committee has a select number of people from outside the University, but must include the Pro Vice-Chancellor/ Campus Director. The composition of each Committee is approved by the Vice-Chancellor. Regional Campuses are to position themselves as focal points for the communities in which they serve; this is highlighted in the Strategic Plan.

### 2 Objectives

1. To be involved in review and development of USP's Strategic Plan
2. To ensure that the USP Strategic Plans, Missions, Vision is carried out where applicable in our geographical area
3. To provide support and guidance to the Campus Director in implementing the Campus Plans
4. To ensure national and community needs are met through networking with relevant stakeholders - government authorities, private sector and civil societies.
5. To promote and encourage research opportunities that may assist Government and other stakeholders with evidence based decision on Policy formulation.

USP will achieve this by:

- seeking feedback and greater involvement from community stakeholders, and
- creating ways to make knowledge more widely accessible to the community, including forums, public discourse, and the use of media technologies.

### 3 Membership

1. A Minister for Education or nominee as Chair
2. Each committee will comprise of a member of Council (or nominee) and other respected members of the community in which the Campus is based. Senior staff of the campus is invited to be 'in attendance'
3. The composition of each Committee is recommended by the Pro Vice-Chancellor/ Campus Director with the approval of membership confirmed by the Office of the Vice-Chancellor
4. The Committee should not be more than ten members. The CAC may invite persons with the necessary skillset for special topics
5. Members are appointed for a three year term which is renewable for another term upon endorsement of the Chairperson and Vice-Chancellor.

## Management Committee

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6. Members of the Committee shall sit in their own capacity.

### **4 Terms of Reference**

This Committee will provide advice to the Vice-Chancellor's Office on matters pertaining to the campus it represents.

The Committee is tasked to:

1. Be informed about, and invited to make comments and suggestions to the campus on all national programs of the university campus including CCE, Pacific TAFE and other relevant programmes;
2. Provide advice on various projects and programs, particularly as to their relevance and responsiveness to national and local priorities; and
3. Provide feedback to the campus on issues it perceives to be of importance.

Campuses may include specific references for their campuses under these guidelines.

The Terms of References will be reviewed every three years.

### **5 Frequency of Meetings**

- The Committee will meet twice a year as a minimum. Additional meetings may be held at the discretion of the Pro Vice-Chancellor/ Campus Director in consultation with the committee.
- Members who are unable to attend two consecutive meetings without apologies are deemed to have resigned from the committee.

The Pro Vice-Chancellor/ Campus Director will provide secretarial support including recording and distribution of minutes, agenda and meeting papers.

### **6 Quorum**

The quorum for the meeting shall comprise of at least fifty percent members, including the Chairperson.

### **7 Confidentiality**

All matters discussed by the Committee are confidential, and shall not be divulged to any third party without the written approval of the Chair.

### **8 Conflict of Interest**

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting.

Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.