

CHARTER OF RESPONSIBILITIES FOR COUNCIL MEMBERS

Prescribed responsibilities based on the National Governance Protocols and consistent with the Melbourne University Act.

- Act always in the best interests of the University as a whole, with this obligation to be observed in priority to any duty a member may owe to those electing or appointing him or her.
- Act in good faith, honestly and for a proper purpose.
- Exercise appropriate care and diligence in decision making.
- Not improperly use their position to gain an advantage for themselves or someone else.
- Disclose and avoid conflicts of interest (with appropriate procedures for that purpose similar to those for public companies).

In addition, all Council Members should, to the best of their ability and knowledge, undertake the following duties:

- Spend as much time as is required to perform their duties (this will normally mean devoting more time over and above that required for attending Council meetings).
- Attend and contribute to Council meetings, briefing sessions, Planning Conference and meetings of committees of Council on which they may be nominated to serve.
- Critically read all agenda documents before each meeting.
- Ensure critical review of all proposals to the Council.
- Maintain confidentiality.
- Act in a financially responsible manner.
- Ensure compliance with all matters prescribed by law.