

ASIALINK

GOVERNANCE - THE BOARD

1 Responsibilities

1.1 Matters reserved for determination by the Board

The Board of Management (“Board”) is responsible for the strategic planning, policy and management of the department and the activities of the semi-autonomous body

1.2 Matters recommended by the Board to Council or one of its committees

- the appointment of the Director
- the budget
- the membership of the Board
- changes to organisation arrangements and structure

1.3 Frequency of meetings

- The Board must meet at least four (4) times a year and at other times as required.
- The Board may set the quorum and other requirements for meetings. Until otherwise determined, the quorum for a Board meeting is set at three Board members, out of which at least one must be the Chairman or a Deputy Chairman.

2 Membership Structure

1.1 Council appointee(s)

one person (as Chair)

1.2 Vice-Chancellor or nominee

1.3 External persons with relevant expertise, and how appointed

up to fifteen (15) persons co-opted by the other Board members with expertise relevant to the activities of Asialink

1.4 Executive Officer

the Chief Executive Officer (“CEO”) of Asialink

1.5 Other interested parties

two (2) persons nominated by the Myer Foundation

3 Members’ Terms of Appointment

Board Members hold office for such term (not to exceed 5 years), as the Board determines from time to time, and are eligible for re-appointment in the applicable manner specified in paragraph 2 above.

4 Method of Appointment of Chair

The Chair will be appointed by the Council on the recommendation of the Vice-Chancellor after consultation between the Vice-Chancellor and the President of the Myer Foundation.

Board members may appoint up to three Deputy Chairs from amongst their members.

MANAGEMENT – THE EXECUTIVE OFFICER

1 Title

Chief Executive Officer

2 Manner of Appointment

The Council, after consultation with the Board, must appoint the CEO, who will be the head of the semi-autonomous body.

3 Scope of Responsibilities

The CEO is responsible for the day to day management of Asialink in accordance with policies approved by the Board.

4 Any special powers, duties, reporting relationships

- The CEO reports to and is subject to the direction of the Board.
- The Board is responsible for the annual performance appraisal of the CEO

REPORTING OBLIGATIONS

- The Board must provide an operational and financial report annually to Council through the office of the Vice-Chancellor.
- The Board must also submit reports regularly to an officer or committee designated for that purpose by the Vice-Chancellor.
- The Board must publish in a form approved by Council details of its membership and its schedule of meetings on an annual basis.