

THE UNIVERSITY OF MELBOURNE

SENIOR EXECUTIVE MEMBERSHIP AND TERMS OF REFERENCE

General Purpose

The Senior Executive is the University's principal management committee. Its membership comprises the Vice-Chancellor, President of the Academic Board and other senior officers with significant program or budget division accountability and associated authorities.

The Committee is responsible for overseeing the development of University planning and budgeting and, once approved, for monitoring performance against plans and budgets. The Committee exercises authorities in relation to matters delegated to it by the Vice-Chancellor. The activities of the Committee are reported, where appropriate, to Council through the Vice-Chancellor and to Academic Board through the President of the Academic Board.

Membership

The Committee comprises:

- a. the Vice-Chancellor
- b. the Provost and Deputy Vice-Chancellors
- c. the President of the Board
- d. the Deans
- e. the Senior Vice Principal
- f. the Vice-Principal (Advancement)
- g. the Head of University Services
- h. the Chief Financial Officer
- i. the Executive Director, Major Projects
- j. the Executive Director, Finance and Planning Group
- k. the Executive Director (Student Services) and Academic Registrar

Other officers of the University are invited to attend on an "as required" basis.

Functions of the Committee

1. The Committee is the primary source of advice to the Vice-Chancellor on strategic and operational planning. It oversees preparation of the University's strategic plan and, once this is approved by Council, monitors and reports on performance against plan.
2. The Committee is the primary source of advice to the Vice-Chancellor on the University budget. Under delegated authority from the Vice-Chancellor, it is responsible for recommending an annual budget and forward estimates for consideration by Finance Committee and, if supported, for transmission to Council for approval. The Committee monitors and reports on performance against budget, which includes the annual infrastructure program.
3. The Committee oversees the preparation of plans and policies for submission through, respectively, the Vice-Chancellor to Council and the President of the Board to the Board, in strategic areas including but not limited to:
 - a. research and research training
 - b. learning and teaching

- c. knowledge transfer
- d. internationalisation
- e. advancement

It monitors performance against these plans.

4. The Committee oversees the University's annual cycle of planning, reporting, quality assurance and strategic risk management.
5. The Committee serves as a forum for advice to the Vice-Chancellor and other senior officers of the University with major portfolio responsibilities on matters relating to their responsibilities.
6. The Committee provides advice to the Vice-Chancellor on strategies for improving the efficiency and effectiveness of the conduct of University business.
7. The Committee provides advice to the Vice-Chancellor, the Provost and the President of the Board on matters relating to:
 - a. major changes in the grouping of disciplines
 - b. restructuring of faculties, departments and administrative divisions
 - c. formation and dissolution of schools and centres
 - d. major academic development of a university-wide or cross-faculty significance
 - e. actions necessary or desirable to enhance the Melbourne student experience and the academic performance and standing of the University.
8. The Committee serves as the principal forum for coordinating IT governance within the University.
9. The Committee determines significant matters relating to University policy and procedures.

Delegations

The Committee has delegated authority to:

1. Prepare an annual budget and forward estimates and recommend these to Finance Committee and through Finance Committee to Council.
2. Approve the University's student profile and set course fees.
3. Approve Information Technology policy and principles, including the business role of IT for the University.
4. Approve changes to the internal structure of the faculties, graduate schools and administrative divisions.
5. Approve significant changes to the University's personnel policies and procedures and all changes to the University's financial policies and procedures.
 - a. Significant changes in human resources policies and procedures are approved by the Vice-Chancellor after endorsement by the Senior Executive; and
 - b. changes to financial policies and procedures are subject to approval by Finance Committee after endorsement by Senior Executive.

N.B. The Senior Vice-Principal has authority in relation to other administrative policies and procedures.
6. Determine policies and procedures relating to student administration, scholarships and bursaries. Any such policies and procedures are to be reported to the Academic Board.

Sub-Committees

The Committee may establish such standing or ad hoc sub-committees as it finds necessary to assist in carrying out its functions. The following are standing committees:

IT Council

Risk Management Committee.