

## 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.