

## THE UNIVERSITY OF MELBOURNE VETERINARY HOSPITAL

### GOVERNANCE - THE BOARD

#### 1 Responsibilities

##### 1.1 Matters reserved for determination by the Board

- a) Regulate its own affairs;
- b) Develop and recommend to Council policies that will enable the Veterinary Hospital to meet its objectives;
- c) Approve the disbursement of funds derived from fees or donations received from users of the services provided by the Veterinary Hospital. The disbursement of these funds must be reported in the annual report to the Major Tender Board;
- d) Approve the annual marketing and advertising program; and
- e) The Board may establish committees and, with the consent of Council, delegate its powers and responsibilities to these committees.

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

The Board shall recommend to Council or one of its committees as appropriate:

- a) the annual budget of the Veterinary Hospital;
- b) the appointment of the Director of the Veterinary Hospital; and
- c) the annual business plan of the Veterinary Hospital.

##### 1.3 Matters for particular oversight or advice

The Board shall:

- a) Have particular oversight and provide advice on the commercial activities of the Veterinary Hospital that affect delivery of teaching, research, and engagement by the Faculty of Veterinary Science through the Veterinary Hospital and/or as provided by staff within the Veterinary Hospital;
- b) Advise the Faculty on marketing and advertising activities conducted by the Veterinary Hospital to enhance the commercial, educational, research, and engagement activities conducted by the Veterinary Hospital on behalf of the Faculty; and
- c) Advise the Faculty on Advancement activities related to the Veterinary Hospital with a particular view to promoting the educational and research activities of the Faculty.

##### 1.4 Frequency of meetings

The Board shall meet five times each year at approximately two month intervals.

#### 2 Membership Structure

##### 2.1 Council appointee(s)

An appointee of the Council.

## **2.2 Vice-Chancellor or nominee**

A nominee of the Vice-Chancellor with skills and responsibilities in finance and planning at a senior level within the University.

## **2.3 The Dean of the Faculty of Veterinary Science ('Dean')**

## **2.4 External persons with relevant expertise and how appointed**

Three such persons with relevant expertise appointed by Council on the advice of the Dean.

## **2.5 Other University officers**

- (a) Associate Dean for Clinical Programs in Veterinary Science;
- (b) One professor of the Faculty of Veterinary Science, who shall not be the Dean or Associate Dean for Clinical Programs, appointed by the Dean in consultation with the Faculty Executive;
- (c) One representative of the Veterinary Hospital Executive Committee. A member of academic or veterinary professional staff of the University appointed by the Dean on the advice of the Veterinary Hospital Executive Committee; and
- (d) General Manager of the Faculty of Veterinary Science, or their nominee.

## **3 Members' Terms of Appointment**

**3.1** Council appointee(s): three years

**3.2** Vice-Chancellor or nominee: three years

**3.3** Three external persons: each of three years, with no more than 2 consecutive terms. The initial appointments will be for periods of 1, 2, and 3 years to provide staggering of the terms.

**3.4** The Dean: for term of office.

**3.5** The Associate Dean for Clinical Programs in the faculty of Veterinary Science: for term of office.

**3.6** One professor of the Faculty of Veterinary Science: three years, for no more than two consecutive terms.

**3.7** One representative of the Veterinary Hospital Executive Committee: three years, for no more than two consecutive terms.

**3.8** The General Manager of the Faculty of Veterinary Science, or their nominee: for term of office or, for the nominee, until notified by the Faculty General Manager or Dean.

#### **4 Method of Appointment of Chair**

The Chair, who shall be a standing member of the Board, shall be appointed from amongst the members of the Board by Council on the recommendation of the Dean.

#### **5 Attendance Rights of Director**

The Director of the Veterinary Hospital shall attend all Board meetings unless excused by the Chair of the Board.

### **MANAGEMENT – THE DIRECTOR**

#### **1 Title**

Director of the Veterinary Hospital

#### **2 Manner of Appointment**

Appointed by Council on the recommendation of the Dean.

#### **3 Scope of Responsibilities**

The Director of the Veterinary Hospital is responsible through the Associate Dean – Clinical Programs and Dean to Council for the administration of the Veterinary Hospital in accordance with applicable statutes, regulations, and directions of the Board.

The Director of the Veterinary Hospital will operate the unit as a functional commercial entity capable of fulfilling the teaching, research and engagement activities required by the Faculty.

The Director of the Veterinary Hospital will ensure that all veterinary activities within the Veterinary Hospital are conducted in accordance with regulations and laws governing veterinary practice in Victoria.

#### **4 Any special powers, duties, reporting relationships**

As per position description.

### **REPORTING OBLIGATIONS**

Quarterly to Finance Committee, and an annual report to the Major Tender Board.

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