INDUCTION OF NEW MEMBER OF COUNCIL PROCEDURES

Approved by Council: 12 March 2014
Revised by Council: None

The University is committed to resourcing members of its governing body, the Council, to operate effectively through a comprehensive induction process.

The formal induction process takes place across three meetings, two as soon as possible following the appointment of a new member, the third between two to six months after appointment.

Where more than one new member has been appointed, induction meetings may be conducted jointly.

1. **Meeting one**

1.1 As soon as possible after notification of the appointment of a new member of Council, the Vice-Chancellor must contact the new member and establish an initial induction meeting.

1.2 The new member must be provided with copies of, or access to, the following documents:

a) The *University of Divinity Act 1910*

b) The Council Charter

c) Regulations 1, 2, and 3

d) Peter Sherlock, 'The Collegiate System at the University of Divinity' paper

e) The current Strategic Plan

f) The TEQSA Threshold Standards

g) The most recent Annual Report of the University

h) Dates and venues of Council meetings

i) Names and contact details of current Council members

1.3 The new member must be asked to provide:

a) full name

b) email address, postal address, telephone numbers

c) details of academic qualifications (if any)

d) details of current Board memberships (if any)
e) evidence of expertise at a senior level in finance, commerce, law, and higher education.

f) whether he or she is or has been a member of parliament.

1.4 At the meeting the Vice-Chancellor must brief the new member on the responsibilities of a member of Council, including information on higher education governance in Australia.

2. Meeting two

2.1 The Chancellor must provide the new member with a letter of welcome and arrange to meet with the new member prior to his or her first meeting of Council.

2.2 The Chancellor must ensure the new member:

a) has completed a Fit and Proper Person Declaration

b) is adequately briefed on the Council's meeting procedures

c) is adequately briefed on the role of the Vice-Chancellor and other senior officers of the University.

3. Meeting three

3.1 Between three to six months after the first meeting, the Chancellor, Vice-Chancellor and new member must meet together to review the responsibilities of a Council member, to offer an opportunity for reflection on the governance of the University, and to review the new member’s participation, including identification of an appropriate committee membership.