

UNSW Operational Governance Framework (as at October 2016)

Group	Members and Attendees	Terms of Reference	Frequency	Secretariat
Management Board (MB)	<ul style="list-style-type: none"> • President and VC (Chair) • Senior (Deputy) Vice-Chancellor • Deputy Vice-Chancellor Education • Deputy Vice-Chancellor Research • Deputy Vice-Chancellor Enterprise • Vice-President, Finance and Operations • Vice-President and Chief of Staff • Vice-President International, Marketing and Communications • Academic Lead for Equity, Diversity and Inclusion <p>Attendees:</p> <ul style="list-style-type: none"> • Director of Operations & Int/External Liaison to VC 	<p>Key decision making body for the President and VC with overarching responsibility for day to day operations as well as a focus on strategy, performance, planning and risk including:</p> <ul style="list-style-type: none"> • Forum for decisions about key University activities, issues and initiatives. • Delegation of appropriate decision making to Executive Team; • Developing and reviewing UNSW’s strategic approach; • Monitoring and oversight of University operations against KPIs; • Maintaining awareness and positioning of the wider context in which the University operates; • Ensuring effective communication between ET, Council, Academic Board, Staff and Students. 	<p>Weekly</p>	<p>Governance</p>
Executive Team (ET)	<ul style="list-style-type: none"> • President and VC (Chair) • Members of MB • Vice-President, Advancement • Vice-President, Human Resources • Vice-President, Campus Life & Community Engagement • Vice-President, Philanthropy • President, Academic Board • Faculty Deans (x9) • Pro-Vice-Chancellors (x5) • General Counsel • Director of Operations & Int/External Liaison to VC • Director of Strategic Initiatives & Space Management • Director Policy & Gov’t Relations • Director of Finance • CEO UNSW Global • CEO UNSW Innovation <p>Attendees:</p> <ul style="list-style-type: none"> • Operations Manager to Chief of Staff • Director of 2025 Strategy • Senior Communications Advisor 	<p>Key executive body for the President and VC with a focus on guiding and ensuring strategic and operational delivery:</p> <ul style="list-style-type: none"> • Decision making as delegated by Management Board; • A forum for discussion and debate about key University activities, issues and initiatives. • Ensuring the effective leadership, coordination, implementation and management of policies and initiatives to help and delivery the 2025 Strategy; • Providing advice, support and guidance to academic and professional service leaders in their management of the operations and affairs of the University; • Responding in a timely manner to emerging challenges and opportunities; • Management strategic risk/register. 	<p>Fortnightly</p>	<p>Governance</p>
Leadership Forum (LF)	<ul style="list-style-type: none"> • President and VC (Chair) • Members of ET • Heads of School (x 48) • Director of 2025 Strategy Office • Director of Risk Management • Director of Facilities • Director of IT • Director Nura Gili • Director Internal Audit • Academic Lead for Global Development, Grand Challenges, Migration, Climate Change and Equality • General Manager (x15) <p>Attendees:</p> <ul style="list-style-type: none"> • Operations Manager to Chief of Staff • Senior Communications Advisor 	<p>Key engagement body for the President and Vice-Chancellor</p> <ul style="list-style-type: none"> • Forum for discussion and debate of selected University activities, issues and initiatives. • Forum for information sharing about key University activities, issues and initiatives. • Forum for testing new ideas. • Forum for advice and progression of development of ideas (effective two way dialogue with the President and Vice-Chancellor and key advisory role in testing ideas) 	<p>Monthly</p>	<p>People & Culture</p>