

STUDENT & BUSINESS SYSTEMS COMMITTEE

TERMS OF REFERENCE

PURPOSE

Ensure the Catholic Theological College (CTC) has effective and efficient systems in place to support the staff and students and identify areas where improvements can be made

MEMBERSHIP

- Operations Manager
- Registrar
- Programme Coordinator L5 & L6 (Chair)
- Programme Coordinator L7
- Manager (Auckland campus)
- Marketing and Business Development Advisor
- Student Representative

The Dean and Chief Executive have a standing invitation to attend with speaking rights, to receive or provide information and advice. The Establishment Consultant may attend meetings as needed.

The student representative is appointed after expressions of interest are received by the Dean, who will consult with key staff before making an appointment. Appointment terms are for one year, and representatives may serve up to 3 years in succession. After a year off the Committee, they may be appointed again for future terms.

MEETINGS

- Meetings will be in person or by video conference, as agreed with the Chair
- Meetings will be held Monthly at present due to the merger, but will move to once a term from March 2021

AGENDA AND MINUTES

- The Chair will send the Agenda out three working days before the meeting
- Minutes will be taken on a rotational basis by members of the committee
- Minutes will be circulated within two weeks to all Student & Business Systems Committee members and will be made available to all academic staff

DELEGATED AUTHORITY

- This committee does not have financial or decision-making authorities. However, it does make recommendations to the Dean and/or Chief Executive for action.

TRANSPARENCY, CONFIDENTIALITY AND GOOD FAITH

- Members should read and abide by the Te Kupenga Code of Conduct, acting in good faith at all times
- There may be times when discussions are confidential, to ensure privacy of individuals or decisions which are sensitive to organisational development. When an agenda item is confidential, this will be signalled by the Chair, and minutes shared outside of the committee will be redacted accordingly
- Committee members will comply with the Privacy Act 2020
- Meetings will be open to any staff or students who wish to attend as observers, other than when agenda items are deemed confidential by the chair

REVIEW AND APPROVAL

The Student & Business Systems Committee Terms of Reference are reviewed annually by the Committee and approved by the Chief Executive.

Date of issue: 16 October 2020

Next review date: October 2021