



ARTIFICIAL INTELLIGENCE (AI) STEERING COMMITTEE TERMS OF REFERENCE

PURPOSE

- To monitor AI implementation at Te Kupenga.
- To keep informed of current developments.
- To approve new AI tools for use and give guidance as required.
- To ensure AI-related risks are considered and respond to AI incidents.
- To organise appropriate professional development and AI-literacy formation when relevant.
- To seek out advice from experts when required.
- To review and recommend updates to the Use of Artificial Intelligence Policy and Guidelines.

MEMBERSHIP

- Chief Executive (ex-officio)
- 1 Governance Board representative
- 1 student representative
- 4 staff representatives (one to be appointed as Chair) who respectively have oversight responsibilities in research, teaching and learning, resource development and administration

Staff and student representatives are appointed by the CE (after consultation with the Leadership Team), and expressions of interest will be called annually. The Governance Board representative will be selected from the Board itself. Appointment terms are for one year, and representatives may serve up to 3 years in succession.

Members should read and abide by the Te Kupenga Code of Conduct, always acting in good faith.

MEETINGS & MINUTES

- Meetings will be held at least four times per year.
- The Chair will send the agenda out three working days before the meeting.
- Minutes will be taken by a designated member of the committee.
- Minutes will be circulated within two weeks to all AI Steering Committee members and will be made available to all staff.
- 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 signaled 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 agenda items deemed confidential by the Chair.

DELEGATED AUTHORITY

This committee does not have financial or decision-making authorities. However, it does make recommendations to the Leadership team and Governance Board on AI-related issues and approve new AI tools for use.

REVIEW & APPROVAL

The Research Committee Terms of Reference are reviewed every 3 years and approved by the Chief Executive.

Date of Issue: October 2026

Date for Next Review: October 2029