



Executive Management Committee

Terms of Reference

1. Introduction

- (a) Executive Management is responsible for the efficient conduct of Western Sydney University International College's business and is the primary operational decision making body of the College. Executive Management oversees the college operations, implementation of the strategic plan and implementation of the services agreements with shareholders.

2. Purpose and Role

- (a) Exercise an executive decision making and coordination role in relation to the college's business.
- (b) Implement strategic planning process to ensure the College is a quality assured learning and teaching organisation for all stakeholders including students and staff.
- (c) Recommend changes to policies and procedures for the Board of Directors for approval and endorsement.
- (d) Monitor human resource performance including WHS, EEO in line with workforce development and resource staffing requirements.
- (e) Review and analyse staffing and other resourcing requirements for efficient and effective management of the College.
- (f) Ensure that conditions and reporting lines of the services agreements with Shareholders are carried out in accordance with the services agreements.
- (g) Monitor financial performance against budget.
- (h) Receive reports and act on findings in relation marketing and student recruitment, academic quality, legislative compliance, student outcomes and satisfaction, complaints and grievances, and scholarship and professional development.

3. Membership

- (a) Membership of executive management is determined by employment in relevant staff positions (ex-officio) and members remain members of executive management



for the term of employment in such position.

- (b) Executive management consists of the following:
- College Director and Principal
 - Academic Director
 - Director Marketing and Admissions
 - Director of Quality and Student Administration

4. Meetings:

- (a) The College Director and Principal chairs Executive Management meetings.
- (b) Meetings are held monthly or at a frequency as required.
- (c) Members of executive management are provided with all relevant information prior to meetings and must maintain commercial in confidence information.
- (d) The quorum for any Executive Committee Meeting shall be 2 of which the College Director and Principal or their nominee must be present.
- (e) Members can agree to any meeting being held either in person, or in such other manner (using electronic or other forms of communication) as the members agree, provided that all members present are able to communicate with all other members present, and that all papers tabled are tabled in such manner that all members have access to such papers.

5. Secretariat:

Student Services Officer is responsible for:

- (a) the preparation and distribution of agendas and associated information for the meeting;
- (b) Records, preparing draft minutes and sending to College Director and Principal for confirmation within 4 days;
- (c) Sending out confirmed minutes to all executive management members 2 days after College Director and Principal confirmation; and
- (d) Notifying relevant staff of any action items resulting from the Meeting, and maintaining an action sheet.

6. Review of Terms of Reference

- (a) Executive Management Terms of Reference are established by the Board of Directors
- (b) Terms of Reference will be reviewed periodically, every two years.
- (c) Changes made to the Terms of Reference agreed by Executive Management will be recommended to the Board of Directors for approval and ratification.



7. Related Documents

- **FRAME 01 WSUIC Governance Framework**
- **TOR 01 WSUIC Board of Directors Charter**
- **TOR 02 WSUIC Terms of Reference – Risk and Compliance Committee**
- **TOR 03 WSUIC Terms of Reference - Academic Board**
- **TOR 05 WSUIC Terms of Reference – Academic Quality Committee**
- **TOR 06 WSUIC Terms of Reference – Appeals Committee**
- **TOR 07 WSUIC Terms of Reference – Examinations Committee**
- **TOR 08 WSUIC Terms of Reference – Misconduct Committee**

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owners:	College Director and Principal
Effective Date:	10 June 2016
Date for Next Review:	11 th September 2025
Review Period:	2 years

Amendments		
Revision Date	Version	Summary of changes
10/06/2016	1	New Policy Developed
14/10/2019	1	No amendments
24/08/2021	1.1	Regular review with only formatting changes
12/09/2023	1.2	Addition of clause 2g and 2h Update to title for Director of Quality and Student Administration