

Committee Name

Executive Committee for the Department of Surgery, Melbourne Medical School.

1. Type

1:1 The Executive Committee is the peak Advisory Committee of the Department of Surgery (hereafter known as the Department);

1:2 Working Groups may be formed to undertake specific tasks under the Executive Committee's *Terms of Reference* and ad hoc items which may periodically arise.

2. Purpose

The purpose of the Executive Committee is to function as the Department's management decision-making and performance monitoring body.

3. Scope

The role of the Executive is to set the strategic direction of the Department, within the scope of the policies and strategic directions of the University. In keeping with that role, the Executive Committee is responsible for:

3:1 Considering and providing advice on a range of major matters affecting the Department, including organisational structure, major academic developments, management policies and processes in areas including but not limited to:

- Learning and teaching, including the student experience;
- Research and research training;
- Strategy;
- Culture; and
- Administrative structures and functions including organisational sustainability.

3:2 Overseeing the preparation of Department plans, budgets and policies in strategic areas for submission through the Head of Department to the Melbourne Medical School; and

3:3 Overseeing the development of Department processes for monitoring performance, quality and risk once the plans and budgets have been approved.

4. Authority

The Executive Committee will consider issues important to the Department and make recommendations to the Head of Department, the Melbourne Medical School and Faculty Services.

5. Membership

The Executive Committee is Chaired by the Head of Department, or if absent by their nominee.
The remaining members will be appointed as follows:

- i. The Academic (Surgical) Leads from each of the clinical campuses – (appointment will be for the tenure of the individual in that role)
- ii. A nominee of the Academic (Surgical) Lead from each of the clinical campuses who is either a Professorial Discipline lead or a Senior Academic Member (Level D-E) (For some precincts a level C academic may be a nominee). This appointment will be for a period of 4 years with the possibility of a second term of 3 years.
- iii. The Department Manager

Equity and equality will be the cornerstone of selection to the Executive Committee. Membership should be aimed at demonstrating equity of representation and to establish diversity in the broadest sense, with a current emphasis upon gender diversity.

Fixed term appointees can be reappointed after their full term(s) if there is a specific practical or strategic imperative, at the recommendation of a voting member of the Executive Committee and upon a vote of the full Executive Committee. An individual can, after serving their term on the Executive Committee, at the recommendation of the Chair and upon a vote of the full Executive Committee, be appointed to another category of membership for a maximum of another 3 years.

Portfolio holders or those members with site specific responsibilities will serve for their term of appointment, or as designated by the Head of Department. The Chair will have discretionary control over the appointment of portfolio holders and may invite other members to join as needed.

An administrative support officer will assist as an ex officio member of the Executive Committee.

6. Portfolios

The activities of the Executive Committee will be led by portfolio holders. The portfolios shall include but are not limited to:

- Teaching and training (including Online);
- Research;
- Academic promotions;
- Mentorship and culture;
- Entrepreneurship; and
- Engagement (including engagement with students and honoraries).

7. Meeting arrangements

6:1 The Executive Committee will meet monthly (or at more frequent intervals as determined);

6:2 A quorum will deem to be the Chair (or nominee) plus 50% of the remaining Executive Committee members (to the nearest whole number);

6:3 Agendas and minutes of previous meetings will be prepared by the Executive Assistant to the Chair, and distributed by email to members prior to the meeting;

6:4 Apologies are to be submitted in advance;

6:5 Minutes of meetings are recorded and are confirmed at the following meeting; and

6:6 Communications between meetings will be by email.

7. Reporting

7:1 All Working Groups shall operate under the strategic direction of the Executive Committee to which they shall report quarterly or more frequently as the Executive Committee requires and to which they can make recommendations.

8. Resources and budget

Meeting rooms will be booked by the Executive Assistant to the Chair, and all expenditure planned from the Executive Committee will be approved by the Head of Department.

9. Review

The Terms of Reference will be reviewed bi-annually by the Executive Committee.