Unitec Governance Meetings 2018

This calendar details all of the meetings of Unitec's non-academic decision-making groups. The calendar is set out to assist you in planning the pathway for your decision.

How to have your paper considered by a Unitec decision-making group:

1. Agree with your Executive Director/Dean the need to write a paper and scope the parameters and the decisions/outcomes sought by the paper. Agree the date/s of the meeting/s you will prepare your paper for.
2. Contact the secretary of the group/s to advise them of the need to have a paper discussed and advise on paper's scope/outcomes and approximate meeting time required
3. Submit your paper to your Executive Director/Dean for approval, using the correct template (ask secretary if you're unsure) on the date advised below and absorb all comments and amendments from them
4. Submit your paper to the Secretary of the group by the date specified
5. If you require advice about reports, terms of reference or delegated authorities please contact Lynnette Brown lbrown@unitec.ac.nz

Round 1

Name of Meeting	ELT	ELT	Rūnanga	WLC	Council	Fono	RemCo
Date of Meeting	**14 Dec**	**8 Feb**	**13 Feb**	**14 Feb**	**19 Feb**	**21 Feb**	**26 Feb**
Time of Meeting	9am	9am	5.30pm	8am	10am	6.00pm	10am
Deadline to get paper to secretary	5 Dec	30 Jan	5 Feb	5 Feb	7 Feb	12 Feb	14 Feb
Deadline to get paper to sponsoring ED for approval	30 Nov	25 Jan	29 Jan	31 Jan	29 Jan	5 Feb	12 Feb
Reminder sent	24 Nov	17 Jan	15 Jan	15 Jan	22 Jan	29 Jan	5 Feb
Agenda set	17 Nov	12 Jan	8 Jan	8 Jan	15 Jan	22 Jan	29 Jan
Secretary:	Tania McNamee	Tania	Cathy Tyler	Rachel Devine	Lynnette	Lynnette	Lynnette Brown

Round 2

Name of Meeting	ELT Planning	RemCo	ELT	WLC	RemCo	ELT Planning	Audit & Risk	Unitec Trust	Council
Date of Meeting	**23 Feb**	**26 Feb**	**8 Mar**	**14 Mar**	**20 Mar**	**23 Mar**	**27 Mar**	**17 Apr**	**17 Apr**
Time of Meeting		10am	9am	8am	10am	9am	1.00pm	3pm	10am
Deadline to get paper to Committee secretary	15 Feb	14 Feb	27 Feb	5 Mar	7 Mar	14 Mar	14 Mar	4 April	4 April
Deadline to get paper to sponsoring ED for approval	29 Jan	12 Feb	22 Feb	28 Feb	5 Mar	9 Mar	5 March	26 Mar	26 Mar
Reminder sent	19 Jan	5 Feb	14 Feb	21 Feb	26 Feb	1 Mar	5 March	19 Mar	19 Mar
Agenda set	17 Jan	29 Jan	9 Feb	14 Feb	19 Feb	23 Feb	26 Feb	12 Mar	12 Mar
Secretary	Tania	Lynnette	Tania	Rachel	Lynnette	Tania	Lynnette	Lynnette	Lynnette

Round 3

Name of Meeting	Rūnanga	WLC	ELT	ELT Planning	ELT	Council Strategy Day	WLC	Fono	Council
Date of Meeting	**10 Apr**	**11 Apr**	**12 Apr**	**27 Apr**	**3 May**	**7 May**	**9 May**	**16 May**	**21 May**
Time of Meeting	5.30pm	8am	9am	9am	9am	9am	8am	6.00pm	10am
Deadline to get paper to Committee secretary	30 Mar	28 Mar	3 Apr	18 Apr	24 Apr	25 Apr	30 Apr	2 May	9 May
Deadline to get paper to sponsoring ED for approval	26 Mar	23 Mar	29 Mar	12 Apr	19 Apr	16 Apr	24 Apr	23 Apr	30 Apr
Reminder sent	16 Mar	18 Mar	21 Mar	5 Apr	11 Apr	9 Apr	17 Apr	16 Apr	30 Apr
Agenda set	14 Mar	9 Mar	15 Mar	30 Mar	6 Apr	6 Apr	10 Apr	9 Apr	16 Apr
Secretary	Cathy	Rachel	Tania	Tania	Tania	Tania	Lynnette	Lynnette	Lynnette

Round 4

Name of Meeting	ELT Planning	ELT	WLC	Rūnanga	ELT Planning	Audit & Risk	ELT	Council
Meeting Date	**25 May**	**7 June**	**13 June**	**19 June**	**22 June**	**18 June**	**5 July**	**9 July**
Time of Meeting	9am	9am	8am	5.30pm	9am	10am	9am	10am
Deadline to get paper to Committee secretary	16 May	29 May	5 June	6 June	13 June	6 June	26 June	27June
Deadline to get paper to sponsoring ED for approval	11 May	24 May	30 May	28 May	8 June	28 May	21 June	18 June
Reminder sent	3 May	16 May	23 May	21 May	31 May	21 May	13 June	11 June
Agenda set	27 Apr	1 May	16 May	14 May	25 May	14 May	8 June	5 June
Secretary	Tania	Tania	Rachel	Cathy	Tania	Lynnette	Tania	Lynnette

Round 5
School holidays Monday 9 July - Friday 20 July

Name of Meeting	WLC	ELT Planning	RemCo	ELT	WLC	ELT Planning	Council
Meeting Date	**11 July** *	**20 July** *	**23 July**	**2 Aug**	**8 Aug**	**17 Aug**	**20 Aug**
Time of Meeting	8am	9am	10am	9am	8am	9am	10am
Deadline to get paper to Committee secretary	2 July	11 July	11 July	24 July	30 July	8 Aug	8 Aug
Deadline to get paper to sponsoring ED for approval	27 June	6 July	9 July	19 July	25 July	3 Aug	30 Jul
Reminder sent	20 June	28 June	2 July	11 July	18 July	26 July	23 Jul
Agenda set	13 June	13 June	25 June	6 July	11 July	20 July	16 July
Secretary	Rachel	Tania	Lynnette	Tania	Rachel	Tania	Lynnette

Round 6
School holidays Monday 1 October – Friday 12 October

Name of Meeting	Fono	ELT	Rūnanga	WLC	H&S Workshop	ELT Planning	Audit & Risk	Council
Date of Meeting	**15 Aug**	**6 Sept**	**11 Sep**	**12 Sept**	**17 Sept**	**21 Sept**	**24 Sept**	**1 Oct** *
Time of Meeting	6.00pm	9am	5.30pm	8am	9am	9am	10am	10am
Deadline to get paper to Committee secretary	1 Aug	28 Aug	29 Aug	3 Sep	5 Sep	12 Sep	12 Sep	19 Sep
Deadline to get paper to sponsoring ED for approval	23 July	23 Aug	20 Aug	29 Aug	27 Aug	7 Sep	3 Sep	10 Sep
Reminder sent	16 July	15 Aug	13 Aug	22 Aug	20 Aug	30 Aug	27 Aug	3 Sep
Agenda set	9 July	10 Aug	6 Aug	15 Aug	13 Aug	24 Aug	20 Aug	27 Aug
Secretary	Lynnette	Tania	Cathy	Rachel	Lynnette	Tania	Lynnette	Lynnette

Round 7
School holidays Monday 1 October – Friday 12 October

Name of Meeting	ELT	WLC	ELT Planning	ELT	RemCo	Fono	WLC	ELT Planning	Rūnanga	Council
Date of Meeting	**4 Oct** *	**10 Oct** *	**19 Oct**	**1 Nov**	**5 Nov**	**14 Nov**	**14 Nov**	**16 Nov**	**20 Nov**	**26 Nov**
Time of meeting	9am	8am	9am	9am	10am	6.00pm	8am	9am	5.30pm	10am
Deadline to get paper to Committee secretary	25 Sep	1 Oct	10 Oct	23 Oct	24 Oct	5 Nov	5 Nov	7 Nov	7 Nov	14 Nov
Deadline to get paper to sponsoring ED	20 Sep	27 Sep	5 Oct	18 Oct	15 Oct	29 Oct	31 Oct	2 Nov	5 Nov	5 Nov
Reminder sent	12 Sep	19 Sep	27 Sep	10 Oct	8 Oct	22 Oct	24 Oct	25 Oct	29 Oct	29 Oct
Agenda set	7 Sep	12 Sep	21 Sep	5 Oct	1 Oct	15 Oct	17 Oct	19 Oct	22 Oct	23 Oct
Secretary	Tania	Rachel	Tania	Tania	Lynnette	Lynnette	Rachel	Tania	Cathy	Lynnette

Round 8

Name of Meeting	Audit & Risk	Unitec Trust Meeting	WLC	ELT Planning
Meeting date	**10 Dec**	**10 Dec**	**12 Dec**	**14 Dec**
Time of Meeting	9am	12pm	8am	9am
Deadline to get paper to Committee secretary	28 Nov	28 Nov	3 Dec	5 Dec
Deadline to get paper to sponsoring ED	19 Nov	19 Nov	28 Nov	30 Nov
Reminder sent	12 Nov	12 Nov	21 Nov	23 Nov
Agenda set	5 Nov	5 Nov	14 Nov	16 Nov
Secretary	Lynnette	Lynnette	Rachel	Tania

Key Unitec Dates:

		Public Holidays
Kickstart	15 February	Monday, 1 January - New Year's Day
Waipuna-a-rangi (staff mid-year)	12 July	Tuesday, 2 January - Day after New Year's Day
Orientation		Monday, 29 January - Auckland Anniversary
Graduation (Autumn)	11 April	Tuesday, 6 February - Waitangi Day
Graduation (Spring)	19 September	Friday, 30 March - Good Friday
Staff Awards	6 December	Monday, 2 April - Easter Monday
Semester 1	26 February – 29 June	Wednesday, 25 April - ANZAC Day
Semester 2	23 July – 23 November	Monday, 4 June - Queen's Birthday
Summer Semester	3 December – 21 December	Monday, 22 October - Labour Day
Summer Semester	7 January – 8 February	Tuesday, 25 December - Christmas Day
		Wednesday, 26 December - Boxing Day

Academic Board: Schedule of Meetings for 2018

All meetings are on a Tuesday from 9.00am to 12.00pm unless otherwise specified.	Deadline Date for papers for agenda	Meeting Venue	
13 February	5 February	Building 76-1084	Governance Team set AB dates (liaise with Karen Miller). Karen sends out the meeting invites.
27 March	19 March	Building 76-1084	
8 May	30 April	Building 76-1084	
19 June	11 June	Building 76-1084	
31 July	23 July	Building 76-1084	
11 September	3 September	Building 76-1084	
30 October	19 October	Building 76-1084	
4 December	26 November	Building 76-1084	

Committee Meeting Dates for 2018

Council	Rūnanga	Fono	Audit & Risk	WLC	Remuneration	ELT
19 February	13 February	21 February	27 March (pm)	14 February	26 February (am)	8 February
17 April	10 April	16 May	18 June (pm)	14 March	20 March (am)	23 February (Planning Day)
7 May (Strategy Day)	19 June	15 August	24 September (am)	11 April (clash)	23 July (am)	8 March
21 May	11 September	14 November	10 December (am)	9 May	5 November (am)	23 March (Planning Day)
9 July	20 November			13 June		12 April
20 August				11 July		27 April (Planning Day)
1 October				8 August		3 May
17 September (H&S Workshop)				12 September		25 May (Planning Day)
26 November				10 October		7 June
Christmas function TBC				14 November		22 June (Planning Day)
				12 December		5 July
						20 July (Planning Day)
						2 August
						17 August (Planning Day)
Unitec Trust						6 September
17 April						21 September (Planning Day)
10 December						4 October
						19 October (Planning Day)
						1 November
						16 November (Planning Day)
						14 December