

Standing Committee

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Membership

[Section A3.02 of Part A of the Academic Statute states:](#)

[A3.02](#) The membership of the Standing Committee shall comprise:

- a) the Chair of the Academic Board for the time being, who shall be Chair;
- b) at least two Heads of Departments, appointed by the Academic Board at a regularly scheduled meeting;
- c) one Executive Faculty Dean, appointed by the Academic Board at a regularly scheduled meeting;
- d) a member appointed annually by USU; and
- e) additional members of the Academic Board co-opted by the Standing Committee as necessary for a defined period or specific purpose.

Composition	2009 Members	Specific Role (if any)
	Ray Meldrum	Chair
Co-opted Member	Simon Peel	
USU Member	Louise Allen	
Head of Department Te Pae Whanake	Pam Malcolm	
Executive Faculty Dean, Technology and Built Environment	David Nummy	

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Terms of Reference

[1] **Section A1.01 (b) of Part A** of the Academic Statute states there shall be established:

“a Standing Committee which shall be responsible to the Academic Board.”

[2] **Section A3 of Part A** of the Academic Statute states:

A3.01 The functions of the Standing Committee shall be to exercise all powers and functions of the Academic Board as specified in section 2 of Part A of this statute in relation to any matters that are considered “extraordinary” or that require urgent attention and that cannot reasonably be deferred to the next scheduled meeting of the Academic Board.

A3.03 Every decision and action of the Standing Committee shall be:

- a) reported to the Academic Board at its next scheduled meeting; and
- b) deemed to be the decision or action of the Academic Board.

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Authority & Responsibilities

- [1] **A3.03** Every decision and action of the Standing Committee shall be:
- c) reported to the Academic Board at its next scheduled meeting; and
 - d) deemed to be the decision or action of the Academic Board.

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Reporting Structure

- [1] [The reporting structure to Committee of Council and/or Chief Executive](#)

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Secretary

Name	Building & Room No.	Phone	Email	Faculty/Department
Karen Miller	009-1111	7708	kmiller@unitec.ac.nz	Academic Service Centre

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Meeting Frequency/Dates

- [1] Meetings are set annually in February, March and September to approve graduand lists – all other meetings are convened as required throughout the year.

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Minutes

- [1] Soft copies of minutes are held within the [Standing Committee Minutes Folder](#).
- [2] Signed original copies are held by the Academic Service Centre.

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Amendment History

Version	Issue Date	Created/Changed by	Reason for Revision
1	05/02/2008	Academic Policy and Process Administrator	First issue
2	28/09/2009	Academic Policy and Process Administrator	Second issue