

TERMS OF REFERENCE

SENIOR MANAGEMENT COMMITTEE

1. Role

The Board of Directors delegates management functions in general to the CEO & Dean and the Senior Management Committee. The CEO & Dean is responsible for the efficient and effective management of the College's business. To assist in this regard the CEO & Dean convenes the Senior Management Committee. The Senior Management Committee ensures a high level of management coordination to support the CEO & Dean in achieving the College's plans and strategic objectives.

2. Functions

It is the role of the CEO & Dean and the Senior Management Committee to manage the Company in accordance with the directions of the Board of Directors including without limitation to:

- i. Exercise a coordination role in relation to College's business.
- ii. Provide advice regarding the overall operations of the College from a strategic perspective.
- iii. Implement policies and procedures to enable the efficient running of the College.
- iv. Implement the College's plans ensuring that the College maintains a quality assured learning and teaching environment for all stakeholders including students, educators and staff.
- v. Develop strategy for consideration by the Board of Directors.

3. Membership

The protocols for membership of the Senior Management Committee are as follows:

- i. Membership of the Senior Management Committee is determined by employment in particular staff positions and those staff remain members of the Senior Management Committee for the term of their employment whilst their role is nominated to sit on the Senior Management Committee.
- ii. Positions that make up the Senior Management Committee are shown in the table below.

- iii. The Chair of the Senior Management Committee is the CEO & Dean.
- iv. The members of the Senior Management Committee are provided with all relevant information prior to meetings and are obligated to preserve any commercial-in- confidence information.

4. Frequency of Meetings

The Senior Management Committee meets at least every second month according to the *Annual Governance Calendar*. The CEO & Dean may convene a special meeting at any time with reasonable notice.

5. Secretariat

The CEO & Dean will appoint a secretary who is responsible for distributing agendas and papers to members prior to meetings and recording, preparing and distributing the minutes of each meeting.

Agenda and papers for meetings will be distributed to members at least 7 days in advance of any meeting. Minutes of each meeting will be available for ratification by the Chair no later than 7 days after each meeting. Unconfirmed minutes will be distributed to members after ratification by the Chair for approval at the next meeting.

6. Quorum

In the case of an even number of members, a quorum will be half of the members plus one; or, in the case of an odd number of members, half of the members plus one-half, including the Chairperson.

7. Voting

Questions arising at any meeting of the Committee must be decided by a majority of votes of members. In the case of a tied vote the Chair has a deliberative and then a casting vote.

8. Committees/Subcommittees

The Committee has the delegated authority to establish standing or ad-hoc sub-committees or working parties, by any title and terms of reference as it sees fit, to assist it in performing its role. The Chairperson of any such committee is ordinarily appointed by the Senior Management Committee. Sub-committee or working party decisions remain interim until ratified at a subsequent deliberative meeting of the Senior

Management Committee.

Standing committees currently established by the Senior Management Committee:
Nil

9. Conduct of Business

Standard meeting procedures shall apply.

10. Review of Terms of References

The terms of reference may be reviewed by the committee every year or sooner if necessary. Amendments must be approved by the ACPE Board.

11. Membership of Senior Management Committee

The current membership of Senior Management Committee is:

Position	Name
CEO & Dean (Chair)	Ms Debbie LeRoux
Associate Dean (Programs & Quality)	Ms Kim Goode
Registrar	Ms Christine Haque
Director of Student Services & Campus Wellbeing	Ms Maureen Rocha
Compliance Officer	Ms Erika Cabrera-Lagos
Marketing & Student Recruitment Manager	Mr Ari Monfared
Heads of Academic Departments	Dr Trevor Clark, Ms Mikah van Gogh, Ms Diane Grant
Student Engagement, Partnerships, Alumni & Careers Manager	Mr Michael McKnight
Senior Accountant	Mr Sujeet Acharya
Library Representative	Ms Kim Houhlias

DOCUMENT ADMINISTRATION

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