

Student Voice Australia Pilot**Steering Committee Composition and Terms of Reference**

The Project aims to work with participating institutions to strengthen the value of student voice. The Project will provide a mechanism for networking and sharing of knowledge and experiences between institutions and students thereby identifying best practice guidelines and exemplars for participating institutions and student groups.

The aim of the Steering Committee is to ensure successful delivery of the project including maximising the benefits to the participating institutions and sector from the Pilot.

It is the responsibility of the Steering Committee to:

Terms of Reference:

1. Provide leadership and oversight of the Project against the objectives outlined within the Project Plan;
2. Review any variations to the Project Plan after consultation with the Advisory Group;
3. Inform and guide the delivery of the Project, ensuring that diverse and inclusive perspectives are incorporated;
4. Monitor institutional and sector-wide issues and provide advice on those that may present a risk to the Project or have impact on the Project rationale or success;
5. Resolve issues such as priority setting, decision-making and resource commitments that cross organisational boundaries and require agreement from Parties;
6. Ensure provision of the required resources for planning and delivery of the Project;
7. Actively and overtly support the Project and act as an advocate for its outcomes;
8. Establish delegation authorities and limits for the Project management, in relation to cost, time, resource, quality and scope (subject to the provisions of the Agreement); and
9. Monitor Project progress against the Project Plan.

Composition

The composition of the Steering Committee is as follows:

- Three senior staff representatives from three participating institutions;
- Three student representatives from three participating institutions different to those above.

Chair to be Professor Sally Varnham for the initial term (or if Sally is unavailable to hold that position a nominee of the Steering Committee) after which time (and if the Project exceeds 1 year), the position is to be as elected by the Steering Committee.

Project Intellectual Property

The Steering Committee will promptly report to the Parties any Project Intellectual Property developed during the Project.

Procedural Matters

1. The following matters may be considered at the first meeting of the Steering Committee:
 - a. frequency and format of meetings to discuss the progress of the Project;
 - b. obligations to take and keep minutes of meetings;
 - c. protocols for making decisions in relation to the conduct of the Project; and
 - d. protocols for identifying, protecting and disclosing Project Intellectual Property.

2. The Steering Committee may conduct its meetings by teleconference or videoconference. The Steering Committee may make decisions and take action as required under the Agreement to carry out the Project. The decision of a majority of the members of the Steering Committee will be binding. In the event of an even number of votes, the chair will have the deciding vote.
3. To avoid doubt, the Steering Committee does not have the power to make any decisions to vary the Agreement including (but not limited to) variation of any Party's required Contribution or the content or scope of the Project.