

POLICIES AND ASSOCIATED PROCEDURES

POLICY NUMBER:	POU100730000
PREVIOUS POLICY NUMBER:	POU071114000 (<i>updated 28/07/10 via review</i>)
POLICY NAME:	Professional Development for Members and Office Bearers of Governance Boards and Committees
DATE APPROVED:	28 July 2010
POLICY TYPE AND CATEGORY:	General (University Governance)
RESPONSIBLE OFFICER:	Pro-Vice-Chancellor [Institutional Services]

1.0 PURPOSE

The University is committed to exemplary governance in its Strategic Plan and as such provides mechanisms and structures to enable the optimal function of the Education and Research Board in the University, including the Committees of the Board and the statutory Boards in HE, VE and FE that operate at a more local level but that have a strong and unique relationship with the Education and Research Board. It is expected that the policy will allow members and office bearers of the relevant Boards and Committees to build their expertise to ensure that they are better equipped to discharge their role and responsibilities and contribute fully to the achievement of the aspirations of the University in this context.

2.0 BACKGROUND

- 2.1 This policy has been developed consistent with the requirement in Protocol 4 of the National Governance Protocols: *‘that each governing body must make available a program of induction and professional development for members to build the expertise of the governing body and to ensure that all members are aware of their duties and responsibilities’.*
- 2.2 This policy is consistent with Education and Research Board Resolutions 7-1-2005/2006 and 28-2-2006 which indicate that members will have available to them a program of induction and professional development to build their expertise, understanding, and contribution of the Board.

3.0 DEFINITIONS

- 3.1 **The Board:** the Education and Research Board. The Education and Research Board is created under *Statute 2.2 The Education and Research Board* and is responsible to Council for academic oversight of the University's courses of study and research.
- 3.2 **Boards of Studies:** generally established under Statute 2.3 and 2.5 and have academic oversight of the educational activities occurring at a Faculty level and the FE programs delivered through VU College.
- 3.3 **Committees:** of the Board established pursuant to Education and Research Board Committees Policy.
- 3.4 **Ex Officio:** a member of the Board or Committee of the Board by right of office pursuant to Statute 2.2 and Regulation 2.2.
- 3.5 **Governing body:** is Council who is responsible for the direction and superintendence of the University established pursuant to VU Act 2010.
- 3.6 **Governance body:** a Board or Committee having an academic governance function at the University.
- 3.7 **Induction:** the transfer of information at the commencement of service on a Governance body.
- 3.8 **Members:** persons elected or nominated to a Governance body [i.e. other than Office Bearers and ex-officio members].
- 3.9 **Office-Bearers:** the elected Chair and where applicable Deputy Chair of the relevant Committee or Board.
- 3.10 **Professional development:** the transfer of information and skills development through the period of service on the Board.

4.0 KEY WORDS

Education and Research Board; ERB; ERB members; Faculty Boards of Studies; professional development; & induction.

5.0 POLICY

- 5.1 The professional development program for members of the relevant governance bodies have the following broad aims:

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- 5.1.1 to assist in providing the individual Office Bearers and members of Boards or Committees with the appropriate skills and knowledge to enable them to operate effectively within the University governance system;
 - 5.1.2 to build upon the collective skills and experience of the Office Bearers and Board or Committee members in order to enhance the general performance of the governance body; and
 - 5.1.3 to encourage the self-evaluation of the professional development needs of Office Bearers and members of Boards or Committees on an individual and collective basis.
- 5.2 In order to fulfill these aims, the professional development program has four main parts. They are:
- 5.2.1 an induction program;
 - 5.2.2 on-going opportunities for knowledge acquisition and reflection with respect to Victoria University business and initiatives, national and international developments in tertiary, vocational and further education and associated government and community developments;
 - 5.2.3 for Office Bearers, where appropriate, reasonable opportunity to participate in external conferences and activities which will in general broaden skills and knowledge about governance, its principles and processes; and
 - 5.2.4 a reflective component, which will encourage Office Bearers and members to evaluate their own performance and that of the relevant Committee or Boards, through both informal and formal means.

6.0 PROCEDURES

The Professional Development Program, as endorsed from time to time by the Board, will be consistent with the following:

6.1 Induction Activities

- 6.1.1 All new members of a governance body will normally receive an induction briefing from the Chair and (where applicable) Deputy Chair of the relevant governing body as soon as practicable after their appointment or election and prior to their first meeting. This briefing will in particular seek to familiarize the new member with the governance context of the Board, Committees of the Board, and Boards of Studies and the primary responsibilities of the governing bodies as prescribed in legislation.
- 6.1.2 All members of the Board and its Standing Committees will receive an induction portfolio that will include a copy of the Board handbook *'Getting on Board with the Board'* [which will be reviewed annually and revised as appropriate] together with such other information as may be appropriate from time to time. Similar materials adapted to the relevant context should also be made available to members of Boards of Studies.
- 6.1.3 New members of a governance body may be allocated a mentor to assist them with their on-going Board or Committee activities and as such to develop their capacities.

6.2 Activities relating to current and predicted developments in Higher, Vocational and Further Education

- 6.2.1** The Board will invite periodic briefings on major developments/issues within the University either at meetings of the Board or independently by way of forums.
- 6.2.2** The Board receives a monthly report from the Vice-Chancellor (via the *Report of the Vice-Chancellor*) providing information on initiatives and developments within the University and those stemming from attendance at and participation in various external meetings. Where appropriate the report should be distributed to other governance bodies, particularly in cases of major interest to that Committee or Board.
- 6.2.3** Members of governance bodies will be encouraged to accept invitations issued from time to time to attend University events and functions that will facilitate interaction with other staff and students and broaden their knowledge about aspects of the University core business, aspirations and strategic direction.
- 6.2.4** Members of governance bodies will be encouraged to apply their individual knowledge, skills and experience by providing advice and input during the consideration of business, University activities or initiatives that come before that group.

6.3 General professional development opportunities to develop knowledge and skills about governance

Members of the Board

- 6.3.1** All members of the Board will be encouraged to participate actively in the standing committee system, both on a formal membership and an ad hoc basis where necessary.
- 6.3.2** In cases where members of the Board also hold a position on a Board of Studies, where appropriate, that person will be invited to act as a conduit between the two bodies.

Committees of the Board

- 6.3.3** Members of the Board and of Committees of the Board will also be encouraged to nominate for and participate in the wide range of panels, working parties and hearings in which the Board has an interest, including the executive committees, academic promotion, grievance and discipline.

Internal Professional Development for Members of Governance Bodies

- 6.3.4** Proposals for professional development activities specifically designed for members of the Board and Committees of the Board with oversight of academic activities will generally be considered at the February meeting of the Board each calendar year, to facilitate planning.
- 6.3.5** Members of governing bodies will be encouraged to participate in various professional development-related opportunities available within the University and advertised via the email system, including the wide range of presentations, seminars, forums, and workshops that will help broaden their understanding of activities, achievements and directions within the University.

External Professional Development for Office Bearers

- 6.3.6** Office Bearers will be encouraged to attend significant external events and other professional forums related to the specific governance responsibilities of the relevant Committee or the Board.
- 6.3.7** Applications for support by elected Office Bearers of the Board or its Committees to attend relevant professional development activities should be made on the application form attached to this policy [or available from the Executive Officer to the Board] and be returned to the Pro-Vice-Chancellor [Institutional Services] in a timely manner for consideration.
- 6.3.8** In the first instance, decisions on applications for support for Office Bearers (of the Board or its Committees) wishing to attend external professional development activities will be made by the Pro Vice-Chancellor [Institutional Services] in consultation with the applicant and on the following criteria:
- the previous professional development activities of the Office Bearer that have been supported by the University;
 - equitable distribution of funds amongst Office Bearers;
 - the level of the support sought vis-à-vis the pool of available funding, such that the funding of a particular activity does not disproportionately impact upon the funds available for other activities by other eligible staff;
 - the relevance of the professional development activity to the Board's/Committee's responsibilities, workplan and general objectives.
- 6.3.9** The expenditure of funds relating to the professional development of the Board will be managed within the limits of the financial allocation provided for Board expenses negotiated annually by the Pro Vice-Chancellor [Institutional Services] as part of the University budget planning process.
- 6.3.10** It is expected that Office Bearers will share the learning and experiences gained from any professional development activity undertaken within the parameters of this policy with the governance bodies by forwarding a brief report to the Executive Officer for the Board who will place the report on the ERB website library repository.
<http://gpps.vu.edu.au/committee/id/7/cid/10/parent/0/t/committee/title/Education%20and%20Research%20Board/tab/minute>
- 6.3.11** Subject to approval by the Pro Vice-Chancellor [Institutional Services], arrangements for any travel involved will be made through the Governance and Policy Branch and will conform to the requirements of the University's Travel Policy. This can be accessed at the link provided –
[\[http://wcf.vu.edu.au/GovernancePolicy/PDF/POH040809008.PDF\]](http://wcf.vu.edu.au/GovernancePolicy/PDF/POH040809008.PDF).
- 6.3.12** As a general guide it is expected that Office Bearers (of the Board or its Committees) will not receive support to attend more than one conference or external professional development session (for example, a workshop) throughout the year.

Evaluation Activities

6.3.13 Each member of a governance body will be encouraged to reflect upon his/her role within that Board or Committee, and at the discretion of the member, discuss such reflection with the Chair or Deputy Chair of that Committee or Board, particularly in regard to:

- individual performance and any barriers or stimuli to better performance, including any individual professional development needs; and
- membership and longer-term succession planning aspirations in respect to for example, the role of Chair or Deputy Chair of the Board or Committee Chair.

7.0 CONGRUENCE WITH LEGISLATION AND RELATED POLICIES

The National Governance Protocols for University Councils Policy – Professional Development for Members of Council

Board Resolutions 7-1-2005/2006 and 28-2-2006 Council Resolution 04/043

8.0 POLICY ADVISOR

Executive Officer, Education and Research Board

9.0 CONSULTATION

Round Table Meeting of Chairs on 8 December 2006 Education and Research Policy and Planning Committee Education and Research Board

Chair and Deputy Chair of the ERB, Chairs of ERB Standing Committees and Chairs of FBOs in June 2010,

10.0 FORMS

Attachment 1 - Request to Undertake Education and Research Board Professional Development

To access a **word copy** of this Attachment [click here](#)

ATTACHMENT 1

REQUEST TO UNDERTAKE EDUCATION & RESEARCH BOARD or STANDING COMMITTEE PROFESSIONAL DEVELOPMENT

1. PERSONAL PARTICULARS

Title	SURNAME	Given Names	Phone	Email

2. DESTINATION/S AND PURPOSE OF PROFESSIONAL DEVELOPMENT ACTIVITY (attach additional page if insufficient space)

Country/City	Purpose, Including Organizations to be Visited / Activities to be undertaken <i>(Please explain how this will align to the Board's responsibilities, objectives and workplan)</i>

3. ITINERARY (attach additional page if insufficient space)

Date	Flight No	Departure		Arrival		Contact Numbers	
		Place	Time	Place	Time	Telephone	Facsimile

4. ESTIMATED COSTS

Category		Funds Requested – Actual or Best Estimate Expenses (\$)
4.1	PD Registration Costs	
4.2	Airfares and applicable taxes	
4.3	Passport and visa costs	
4.4	Accommodation	
4.5	Meals and incidentals	
4.6	Surface Transport/Communication/Mail/Porterage/Courier/Office	
4.7	Health examination/vaccination	
4.8	Other (specify):	

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Total

5. RECENTLY SUPPORTED EDUCATION & RESEARCH BOARD COMMITTEE [or Council] PROFESSIONAL DEVELOPMENT ACTIVITIES

Please provide an outline of Education & Research Board or Council - supported professional Development undertaken in the last twelve months.

Nature of PD (i.e., activity, location, duration)	Approximate level of support provided \$

6. MAINTENANCE OF TRAVEL DIARY AND PRODUCTION OF REPORT

Should this professional development activity be approved, I agree to maintain a travel diary (where applicable) as detailed in the paragraph 5.9.3 of the University Travel Policy, and to prepare a brief Report for Education & Research Board on the outcomes of the activity.

Signature: _____

Date: ____/____/____

7. MEDICAL WAIVER (Please only complete if PD activity involves overseas travel)

The University's corporate overseas travel insurance policy excludes cover for any pre-existing medical conditions (other than asthma or hypertension) where treatment or prescribed medication has been provided or taken in the 12 months prior to travel, unless clearance has been obtained by your physician.

IMPORTANT – PLEASE COMPLETE THIS SECTION

Do you have a medical condition that you are aware of or for which you have received medical treatment, medical advice or for which you have taken prescribed medication within the last 12 months?

YES/NO

(If you have answered YES please obtain medical clearance to travel and attach)

Please note that the pre-existing conditions exclusion also applies to travelling companions or family members accompanying members of the staff travelling under the University corporate overseas insurance policy. (Please refer to the [Finance Department intranet site](#) for more information.)

I understand that the University's corporate overseas travel insurance policy will not cover any expenses incurred in relation to a pre-existing medical condition, unless prior medical clearance to travel has been obtained and provided.

Signature: Date:

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To be completed by the Pro Vice-Chancellor – Institutional Services or nominee

**8. AUTHORITY TO UNDERTAKE EDUCATION & RESEARCH BOARD OR STANDING COMMITTEE
PROFESSIONAL DEVELOPMENT**

Authority to undertake Professional Development:	
Approved ~	Not Approved ~
Comments:	
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.....	
.....	
.....	
.....	
Signature:	
Date:	
Pro Vice-Chancellor – Institutional Services or nominee	