

## Queensland College of Teachers Committee Charter

### Purpose of Charter

The Queensland College of Teachers (QCT) Committee Charter outlines the procedures and guidelines for committees established by the Board of the College. The committees have been established to assist the Board in effectively and efficiently performing the QCT's functions.

The functions of a committee, established by the Board are to –

- advise and make recommendations to the Board about matters relevant to the Board's functions that have been referred by the Board to the committee; and
- exercise powers delegated to it by the Board.

### Authority

In accordance with sections 211 and 259 of the *Education (Queensland College of Teachers) Act 2005*, the Board has established the following committees:

- Corporate Governance and Risk Committee
- Internal Review Committee
- Professional Standards Committee
- Registration Committee

Please note that this Charter does not apply to the Professional Practice and Conduct Committee established by the Board under section 113 of the Act.

### Delegation of Powers to Committees

Under section 264 of the *Education (Queensland College of Teachers) Act 2005*, the Board may delegate its powers to a member of the Board, a committee of the Board, or the Director.

### Terms of Reference

The terms of reference of each of the College's committees will be as determined by the Board and in accordance with sections 211 and 259 of the *Education (Queensland College of Teachers) Act 2005*.

### Membership

The membership of each of the College's committees will be as determined by the Board and in accordance with sections 211 and 259 of the *Education (Queensland College of Teachers) Act 2005*.

With the exception that the Chair of the Registration Committee is automatically a member of the Professional Standards Committee, a Board member should normally not serve concurrently on more than one College committee.

### Chairperson

The Chairperson of each committee must be a Board member. The committee Chair must be appointed by the Board.

### Secretariat

Staff of the Office of the QCT will provide secretarial support to the College's committees. The secretary of each committee will be appointed by the Director, in consultation with the Assistant Director, Registration and Professional Conduct.

### **Term of appointment**

Each member of a Committee will be appointed for a term of three years, or shorter if circumstances dictate.

Periodic rotation of members' appointments is to be encouraged by the College.

### **Frequency of Meetings**

Committee meetings must be held at least quarterly and more frequently if required. The Internal Review Committee is to meet as required to ensure compliance with the timelines determined by the Act.

### **Notice of Meeting**

A notice of meeting including an agenda stating the business to be conducted and the associated meeting papers, shall be distributed by the committee secretary to all members of the committee not less than five days prior to the scheduled meeting date.

Tabled papers may be provided at the meeting.

### **Quorum**

The quorum for a meeting of a committee is one-half of the total number of members of the committee, or if one-half is not a whole number, the next highest whole number applies.

### **Chair to Preside**

The Chair of the committee shall preside at every meeting of the committee at which he or she is present.

Should the Chair of the committee be absent from a meeting, a member of the committee elected from among the members who are present shall preside at the meeting.

With regards to the Professional Standards Committee, in the absence of the Chair, the Deputy Chair of the Committee shall preside at the meeting. Should both the Chair and the Deputy Chair be absent from the meeting, a member of the Committee elected from among the members who are present shall preside at the meeting.

### **Attendance at Meetings**

Committee members are not entitled to attendance by proxy.

### **Leave of Absence**

The Chair of the Board may approve a leave of absence for a member of a committee.

The Chair of the Board may seek to appoint someone else to the relevant committee for the period the committee member will be absent.

### **Vacation of Position**

The position of a committee member becomes vacant if the member, or the organisation the member is representing, advises the Chair of the Board in writing that they will not be continuing on the committee.

### **Reporting**

The committee secretary must keep minutes of all committee meetings. Reports of committee meetings must be presented to the Board at the earliest opportunity for noting, endorsing or action.

The Chair of each committee will report to the Board on all matters that should be brought to the attention of the Board and any recommendations requiring Board approval and / or action.

The Internal Review Committee, through the Committee Chair, must provide the Board with sufficient information to ensure that the Board is able to make an informed decision in relation to the committee's recommendations.

### **Responsibilities**

All committee members are required to adhere to the:

*CODE OF CONDUCT: Members of the Board of the Queensland College of Teachers, Committees and Working Parties established by the Board of the Queensland College of Teachers*

The Code of Conduct provides a framework to support the ethics principles and provides a standard of conduct to apply to members in the performance of their duties as members of the Board, a committee or a working party.

### **Amendments to the Committee Charter**

This Charter may be amended by the Board of the Queensland College of Teachers.

The Charter was last amended in November 2008.