

TERMS OF REFERENCE



TITLE: RESOURCES COMMITTEE

DOC ID: NMIT/COMM/03

APPROVED FOR USE: Institute Board

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EDITION: NA

DATE: 27/6/2005

The Resources Committee is to advise the Council of Northern Melbourne Institute of Technical and Further Education on finance, facilities and personnel matters.

1. FUNCTION

The Resources Committee will have the following functions (in addition to any other functions delegated by the Council) -

- (a) to advise/make recommendations to the Council in relation to the performance or exercise of any of its powers, duties or functions in regard to Institute finances, human resources, student facilities and services;
- (b) to perform or exercise any power, duty or function of the Council which is delegated to the Resources Committee under clause 16 of the Constitution.

In particular the Resources Committee will -

- * peruse the budget for the Institute for a financial period as established by the Chief Executive Officer in consultation with the Office of Training and Tertiary Education and recommend its adoption by Council;
- * review and monitor actual performance against budget;
- * make recommendations to Council on items tendered for;
- * exercise other financial functions delegated by Council;
- * liaise with other Council Committees as required on financial matters;
- * review the Institute student activities and related matters;
- * report on any matter referred to it by Council or the Chief Executive Officer.

2. COMPOSITION

The Council, subject to any Act or statutory rule governing the composition of

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any committee, may decide the composition of the Resources Committee but -

- (a) the Council must appoint the Chairperson of the Resources Committee who must not be a member of staff or a student of the Institute, and
- (b) the Council has the power of appointment/removal of members and Chairperson of the Resources Committee under clause 13 of the Constitution.

The composition of the Resources Committee will be as follows -

- 4 Members of Council appointed by Council, one of whom will be appointed as Chairperson and none of whom can be either a member of staff or a student of the Institute
- 1 Chief Executive Officer, Northern Melbourne Institute of TAFE
- 1 Director, Corporate Services
- 1 Chief Finance Officer
- 1 Manager, Personnel
- 1 Manager, Student Services
- 1 Manager, Buildings and Properties
- 2 Members of staff, elected by staff.

3. ELECTED REPRESENTATIVES

Elections are to be held in accordance with Institute Rule - *Election Procedures*.

The elected staff members shall hold office for two (2) years after their election, providing they remain in the service of the Institute.

A member elected to fill a casual vacancy shall hold office for only the unexpired term of office of the member in whose place he/she is elected.