

# Executive Leadership Team Charter

## Section 1 - Purpose

(1) Executive Leadership Team supports the Vice-Chancellor and President's responsibilities as chief executive officer, by providing high level advice on QUT-wide strategic issues and significant operational and management initiatives, risks, programs and issues.

## Section 2 - Accountability

(2) Executive Leadership Team is a management committee accountable to the Vice-Chancellor and President.

## Section 3 - Responsibilities

(3) Executive Leadership Team:

- a. [strategy] provides advice to the Vice-Chancellor and President on the development and review of strategic direction, and on its implementation within the University through strategic and operational planning and major initiatives;
- b. [performance] monitors the extent to which the University is achieving its key performance indicators and provides advice to the Vice-Chancellor and President on any remedial management actions that may be required;
- c. [risk management] monitors and provides advice on operational mechanisms to address the University's key risks as set out in the Corporate Risk Register, and the University's risk appetite;
- d. [finance and resourcing] provides advice and input into the development of the University budget and the Capital Management Plan, the allocation of resources, strategies relating to funding sources, student load, infrastructure and related matters;
- e. [finance and resourcing] monitors the University financial performance and receives regular financial management reports;
- f. [academic matters] provides advice to the Vice-Chancellor and President on major academic initiatives and programs, and strategic investments, including academic and research quality;
- g. [student matters] undertakes strategic oversight of the student experience and monitors student outcomes;
- h. [brand] provides advice to the Vice-Chancellor and President on the University's brand, reputation and marketing strategies;
- i. [human resources] provides advice on workforce matters such as workforce profile, employment conditions, staff engagement, and health and safety;
- j. [major programs] oversees the effective implementation of major programs and activities such as information technology and internationalisation, and ensures that these program support the University's strategic objectives;
- k. [management and operational policies] reviews and recommends to the Vice-Chancellor and President new or revised policies relating to operational or management activities of strategic impact.

## Section 4 - Delegations

(4) Executive Leadership Team is an advisory committee. However, where the Executive Leadership Team is responsible for recommending matters for approval to the Vice-Chancellor and President, the Vice-Chancellor and President's approval may, as appropriate, be recorded in the minutes, rather than being subject to a separate formal approval.

## Section 5 - Membership

(5) Ex officio membership is as determined by the Vice-Chancellor and President.

- a. Vice-Chancellor and President, as Chair;
- b. Senior Deputy Vice-Chancellor and Vice-President (Research);
- c. Deputy Vice-Chancellor and Vice-President (Academic);
- d. Deputy Vice-Chancellor International and Vice-President Business Development;
- e. Deputy Vice-Chancellor (Indigenous Australians);
- f. Vice-President (Administration) and University Registrar;
- g. Vice-President Engagement and Chief Marketing Officer;
- h. Vice-President (Finance) and Chief Financial Officer;
- i. Vice-President (People) and Chief People Officer;
- j. Vice-President (Digital) and Chief Digital Officer;
- k. Executive Deans of faculty;
- l. General Counsel.

(6) The Director, Chancellery Division is an attendee, as defined in clause 36 of [Council Procedure 1 - Committee Operations](#).

## Section 6 - Meeting frequency

(7) Executive Leadership Team meets eight times per year.

## Section 7 - Procedures

(8) Executive Leadership Team is established in accordance with the [University Committee Governance Policy](#) and operates in accordance with [Council Procedure 1 - Committee Operations](#).

## Section 8 - Secretariat

(9) A nominee of the Vice-President (Administration) and University Registrar is secretary.

## Status and Details

|                            |   |
|----------------------------|---|
| <b>Status</b>              | Current   |
| <b>Effective Date</b>      | 1st July 2024   |
| <b>Review Date</b>         | 1st December 2025   |
| <b>Approval Authority</b>  | Director, Governance and Performance                                      |
| <b>Approval Date</b>       | 26th June 2024  |
| <b>Expiry Date</b>         | To Be Advised   |
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