

ACADEMIES AUSTRALASIA POLYTECHNIC

EXPERT ADVISORY PANEL

TERMS OF REFERENCE

1. Purpose of the Panel

The purpose of the Academies Australasia Polytechnic Expert Advisory Panel (EAP) is to provide high level advice to the AAPoly Board of Directors (BOD) and the AAPoly Academic Board (AB) on industry and education matters.

The Academies Australasia Polytechnic Expert Advisory Panel has four main functions:

1. The provision of advice, ideas and feedback regarding the development and implementation of policies and procedures that AAPoly may adopt from time to time.
2. Labour market and other associated educational needs of the community that AAPoly seeks to serve.
3. Possible future trends in fields of education specialities and related student matters.
4. To advise on potential opportunities for scholarship and research-related activities.

The EAP is an independent, informal gathering of experts of good standing, external to AAPoly. Panel Members provide individual advice to the BOD or the AB but do not represent AAPoly in their views or comments. Panel Members serve on an honorary basis and are not required to function as a committee.

The Panel Members are appointed by the BOD and access will be facilitated by the CEO. BOD and AB members shall refer any request for advice to the CEO who will facilitate interaction with one or more Panel Members.

2. Composition of the Panel

2.1 Panel Membership

- The Panel will generally consist of not more than five members
- The membership will be a mix of academic and industry experts

- The membership will have geographical distribution and represents a variety of disciplines and industries.
- Membership is honorary, but AAPoly will provide an honorarium for any reasonable costs incurred by Panel Members in fulfilling their roles, and which cannot be recovered from their own organisation.
- New members will be invited to join the Panel by the BOD. The BOD may seek input from existing members of the Panel before appointing new members.
- Panel Members serve terms of up to three years, with approximately one-third of Members' terms of office expiring each year.

2.2 When Panel Membership ceases

A person ceases to be a member of the EAP if that person at any time during their term of engagement:

- Resigns from the Panel or
- The appointment is terminated by a BOD decision.

2.3 Profile of Panel Membership

For the Panel to function effectively its members should collectively contribute to the educational expertise and professional knowledge relevant to Higher Education and Vocational Education and Training.

To meet these requirements, the composition of the Panel will ideally include:

1. A mix of specialist, discipline-based knowledge and general academic expertise;
2. Members who are familiar with education, teaching and learning;
3. Members familiar with the nature of the graduate employment market;
4. Professionals with broad industry experience.

3. Frequency of Meetings and Quorum

3.1 Ordinary Meetings

- The Panel is not required to hold any ordinary meetings as part of their function.

- The work of the Panel will be based upon virtual/electronic communication and consultation;
- The Panel members may also engage with other Panel Members on a bilateral or small group basis to pursue particular avenues of inquiry for support and advice.

3.2 Special Meetings

Not applicable.

4. Duties, powers, objectives and Scope of Activities

1. The Panel will provide advice to the BOD and AB on various matters requested by the Boards relating to higher education, vocational training and education in general.
2. The duties of the Panel are solely advisory in nature.

Figure 1: *Composition and Membership of the Expert Advisory Panel*

AAPoly Expert Advisory Panel		
Academic Representation x 3	External	3 Years
Business or other Representation x 2	External	3 Years
CEO	Internal	Liaison person
Total number	Up to 5 Panel members	
