

QAAFI Management Team Meeting (QMTM) Terms of Reference

1. Purpose, Scope and Function

The role of the QAAFI Management Team Meeting is to advise the Institute Director on all substantive matters relating to strategic and operational planning, academic and research activities, opportunities and cross-disciplinary initiatives, partner engagement, recruitment, resourcing, budget and infrastructure and other issues affecting the Institute.

2. Membership

The membership will comprise of representation of senior leadership positions within the Institute. Members of the meeting will be:

- Institute Director (Chair)
- Centre Directors
- Deputy Director
- Operations Manager
- Research Partnerships Manager

The meeting will be supported by one administrative staff person, in the role of meeting Secretary. This person will be responsible for organising the logistics of meetings (including online links or room bookings for remote or in person meetings, sending agendas and associated papers (following consultation with the Chair) at least 24 hours before each meeting (where possible), and writing and distributing the actions of each meeting, no later than 24 hours after the meeting (where possible).

Where members are unable to attend, they are required to nominate a delegate to attend in their place, and inform the Secretary prior to the meeting.

3. Agenda

The weekly agenda will be categorised as follows:

1. Standing items
 - Welcome and Apologies (Chair)
 - Operational Rotation (TBA)
 - Action items from previous meeting (Chair)
 - ARP status - RPM
 - Diversity and Inclusion
2. General Business (items for discussion/decision)
3. Items for Noting
4. Close of meeting

For the first meeting of the month the meeting agenda will suspend items 2-4, to provide a strategy forum, with focused consideration of items such as, but not limited to: the DAF relationship; RDC relationships; funding opportunities; Cross-Centre initiatives; and one UQ initiatives.

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4. Meeting duration and frequency

The QMT will meet for 1.5 hours on a weekly basis. The first meeting of the month will be dedicated strategic matters. The QMTM will be held once per annum at each major non-St Lucia QAAFI sites (the 'roaming' QMTM). The QMT will hold an annual off-site strategic retreat. A special or extraordinary meeting may be called by the Director.

5. Further details

Custodian: The Institute Director - QAAFI
Contact: qaafiea@uq.edu.au
Approved by: QAAFI Management Team
Date: 19th January 2021