

## Advance HE Australasian Strategic Advisory Board Terms of Reference

### Purpose

The core purpose of the Advance HE Australasian Strategic Advisory Board (ASAB) is to provide strategic input to ensure Advance HE's operations and services meet the needs of members and partners across Australasia.

### Duties

The ASAB is responsible for:

- Providing direction, scrutiny and critical challenge to support the development of Advance HE's services in order to maximise the value of Advance HE's work in Australasia.
- Providing updates to the wider Advance HE Board of Directors informing Advance HE's regional and international strategic thinking.
- Identifying current and emerging issues, challenges, and opportunities, in relation to Advance HE's areas of focus and work with the sector in Australasia.
- Supporting the development of appropriate Strategic Partnerships that facilitate solutions for the Australasian sector in Advance HE's areas of activity.
- Receiving updates from the Accredited Programme Leaders Network and seeking to maximise the benefits for members.
- Receiving updates from Advance HE on its global activities and seeking to inform future work and maximise the benefits for members.
- Convening and chairing an annual meeting of all Advance HE member institutions in the Australasian region, with the aim of sharing best practice, solutions and impact of the work of ASAB, APLN and other areas of activity of value to member institutions.
- Providing critical input to and feedback on Advance HE's communications and public relations strategy within Australasia

### Chair

The ASAB is chaired by a senior representative of an Australasian Advance HE Member institution with a term of office of up to three years being renewable once.

### Membership

The ASAB comprises:

- The Chair
- Seven representatives from Advance HE member institutions.
- Up to four representatives of Advance HE Strategic Partners that it has formal agreements with (e.g. MoUs), such as SAGE and Ako Aotearoa

Advance HE Representatives, including Advance HE's Global Strategic Advisor, will be in attendance at the meeting.

ASAB members will respond to a call for Expressions of Interest for membership made by Advance HE to eligible parties as and when roles are available for election. The term of membership will be between 1 and 3 years for each person and will be renewable once.

In configuring membership, consideration will be given to ensuring a diversity of input from the perspective of:

- Nations represented in the Australasian membership community
- University mission groups
- Advance HE Membership types
- First nations people representation

The selection of members will be made by a senior representative of Advance HE and the Chair of ASAB..

### **Meetings**

The ASAB will meet twice per year. The meeting may be conducted entirely virtually, or in a hybrid (face-to-face with virtual dial-in option) format by agreement in advance by the ASAB members.

### **Advance HE's Role within ASAB**

Advance HE will provide the following for ASAB meetings:

- Secretariat support (including minute taking and managing meeting arrangements)
- Reports to the ASAB on areas relating to the Board's duties, including updates from Advance HE and global perspectives on key issues
- Attendees at the meeting to discuss relevant items.

### **Review**

The Terms and Operations of the Board will be reviewed every two years.

July 2024

Next review due: July 2026