## Centre for a Better Canberra (FAB CBR) Advisory Board Expression of Interest Form

Please complete the attached form and forward it to [FABCBR@canberra.edu.au](mailto:FABCBR@canberra.edu.au). Please include a current CV in your email.

You can consult the Terms of Reference of the Advisory Board in the Annex to this form.

**1. What do you believe you can bring to the Advisory Board of the Centre for a Better Canberra? Why are you interested in joining the Board?**

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**2. Please provide details of your involvement in the local community groups or networks relevant to the Canberra community and how these would benefit the Centre.**

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**3. Please list any previous experience on Advisory Boards**.

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**4. What is your involvement/interest in civic leadership in the Canberra region?**

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**5. Please comment on your understanding or availability as appropriate below and provide details**.

*5.a Understanding of the University of Canberra’s values and purpose statement*

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*5.b Ability to attend and contribute to quarterly meetings at UC’s Bruce campus or online.*

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*5.c Ability to use your personal and professional networks to disseminate, advance and advocate for the work carried out by the Centre for a Better Canberra.*

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## Annex: Terms of Reference

## Advisory Board, Centre for a Better Canberra

### Background:

The Centre for a Better Canberra (FAB CBR) will advocate in the interest of Canberra and the region, taking what is already great about Canberra and advocating for its future.

The Centre will be a think-tank for the Canberra region, providing insights about ourselves and advocating for our future. It will work across the community producing reports, undertaking public events and providing thought leadership on the full range of policy challenges facing our unique community.

As a result, the Centre provides a clear demonstration of the University of Canberra’s commitment to ensure the needs of our community are central in what we do – for the benefit of the Canberra region.

### Purpose:

The Advisory Board’s purpose is to review and advise on the strategic direction of the Centre, and to use their networks and expertise to promote and enhance the Centre’s work. The Advisory Board will support the Centre to achieve its purpose in accordance with [*Connected to Canberra*](https://www.canberra.edu.au/about-uc/strategy/connected), building upon steps being taken by the Centre’s Director and the University of Canberra.

### Responsibilities:

The Advisory Board will be responsible for:

* Advising on the Centre’s strategic direction.
* Reviewing the Centre’s performance.
* Providing input on key policy developments and current issues of interest to the Centre’s work.
* Disseminating and advocating for the Centre’s work in the broader community, using personal and professional networks.
* Driving engagement between the Centre and external stakeholders (including government and the community).
* Ensuring alignment of the Centre’s work with the University’s [values and purpose statement.](https://www.canberra.edu.au/about-uc/values-and-purpose)

### Membership:

The Advisory Board will be comprised of 5 members. Membership of the Advisory Board will be determined by direct appointment through the Vice-Chancellor, the Executive Director or the Academic Director. Appointments will be made for terms of one year with the possibility of extension.

### Operations:

The Board will meet quarterly, with meetings held on the University’s Bruce campus and online. A quorum for the Advisory Board will be at least 3 members of the Board. Meetings will be chaired by the Centre’s Director, the Centre’s Academic Director, or the Vice-Chancellor.

Meeting agendas will be sent one week in advance. Meeting minutes will be collated, distributed and tabled at the beginning of the Board’s next meeting.

### Conduct and disclosure:

Each member will ensure that no decision or action is taken that has the effect of placing his or her interests ahead of the Centre’s. All members will be required to disclose any conflict of interest. Members will be expected to bring their full range of skills, knowledge and experience to matters reviewed and discussed at Advisory Board meetings. All recommendations from the Board must be in alignment with the University’s [values and purpose statement.](https://www.canberra.edu.au/about-uc/values-and-purpose)