UC CIRI Executive Committee
Terms of Reference

Establishment	The University of Canberra's Collaborative Indigenous Research Initiative (UC CIRI) Executive Committee is appointed by the Deputy Vice-Chancellor, Research and Innovation (DVC-R&I) under the University of Canberra's Research Portfolio.
Approval	The inaugural Terms of Reference were agreed by the UC CIRI Executive Committee on 7 September 2015 and approved by the DVC-R&I on **1 October 2015**. Amendments may be approved by the current UC CIRI Executive Committee with DVC-R&I having the right of veto.
Purpose	To collaborate with Indigenous communities and multidisciplinary researchers to grow Indigenous research capacity and quality at the University of Canberra and to promote Indigenous advantage.
Responsibilities	To develop and implement the UC CIRI Strategic Plan with the approval of the DVC-R&I including: 1. Collaborating with Indigenous communities and multidisciplinary researchers to promote Indigenous advantage 2. Focusing collaborative research efforts on urgent and important national challenges of redressing Indigenous disadvantage 3. Designing, implementing and managing a research and scholarship funding program as approved by the DVC-R&I in consultation with Indigenous people, UC CIRI members and other stakeholders 4. Developing the capacity to build awareness, engage, inform and connect the UC CIRI network to UC Indigenous and non-Indigenous researchers 5. Growing multi-disciplinary, integrated Indigenous research quality, capacity and outputs 6. Establishing collaborative relationships to grow influence and impact 7. Establishing commitments to Indigenous research from the University of Canberra's Research Institutes and Faculties 8. Implementing appropriate governance to support UC CIRI 9. Securing resources to grow the activities and impact of UC CIRI 10. Supporting Indigenous under and post-graduate students and academics to thrive at the University of Canberra and beyond 11. Contributing to the achievement of the Research Portfolio's Reconciliation Action Plan objectives

Membership	The UC CIRI Executive Committee comprises of staff, students and adjuncts of the University of Canberra and up to two (2) <u>invited external members</u>. A maximum of half the committee can be non-Indigenous.
	
	The UC CIRI Executive Committee comprises:
	
	• Representative of the Deputy Vice-Chancellor (Research) (one member)
	
	• Director of Ngunnawal Indigenous Higher Education Centre (*ex officio*)
	
	• Up to seven members of the University's community from:
	
	    ○ Research staff
	    ○ Academic staff
	    ○ Adjuncts
	    ○ Students

	Membership is to be no less than five and no more than nine members.
	Membership is to include no more than 2 Students.
	Chairs • The UC CIRI Executive Committee may be co-chaired. One Chair will be the representative of the DVC-R&I and the other chair will be an Indigenous member of the committee • When there is a single chair that person must be an Indigenous member of the committee.
	Alternate Members: • The UC CIRI Executive Committee does not make use of alternate members
	Co-opted Members: • The UC CIRI Executive Committee may make arrangements to co-opt members with specific expertise for a period of time
Method of Appointment	The UC CIRI Executive Committee is appointed by the DVC-R&I for a two year period, with the option of reappointment. Appointment may be by invitation or in a response to a call for Expressions of Interest. The founding members of the UC CIRI Executive Committee were Wayne Applebee, Jo Caffery, Paul Collis, Craig Dukes, Tjanara Goreng Goreng, Kerry McCallum, Peter O'Brien and Tess Ryan, with Tamara Posch as the Secretary to the Committee.
Term and Condition of Appointment	Appointment is for a period of two years. The inaugural Executive Committee's appointment commenced on 1 January 2015. Re-appointment can be made for additional terms at the discretion of the DVC-R&I. Attendance at meetings is compulsory. Non-attendance at two or more consecutive meetings may result in the replacement of the member on the UC CIRI Executive Committee.
Secretariat Arrangements	The Secretary will be provided by the DVC-R&I. The Secretary will provide administrative support to the UC CIRI Executive Committee including preparing and distributing agendas and papers, preparing minutes of meetings, maintaining the website, preparing and distributing the UC CIRI newsletter, coordinating seminars and events, collating reports and associated material as part of the official University records. Agendas and associated documentation will be distributed a week prior to the meeting.
Quorum	A quorum consists of a majority of members. Where there is no quorum the UC CIRI Executive Committee may still meet to ensure that the work of the committee continues. Recommendations made at such meetings must be endorsed at a subsequent meeting where a quorum is present.
Schedule of Meetings	The UC CIRI Executive Committee will meet a minimum of six times per calendar year. Special meetings may be called by the Chair.
Evaluation and Review	The UC CIRI Executive Committee will review its Terms of Reference every two years commencing in January 2017, with amendments to be proposed to the DVC-R&I.
Notes	The UC CIR Executive Committee may establish working parties to assist its work.