

Terms of Reference: Indigenous Knowledge Advisory Group

Purpose

The purpose of the Indigenous Knowledge Advisory Group is to advise the Program Director, Respecting Indigenous Knowledge on matters of relevance to the work of the program, including the development of a work plan for the program.

Objectives

The Advisory Group will:

1. Develop recommendations for the direction of the Respecting Indigenous Knowledge Program for consideration by the Board.
2. Scope and define priority projects for the 2022 calendar year in the Respecting Indigenous Knowledge Program.
3. Monitor the environment, report on emerging issues, and recommend initiatives or activities for CAUL.

Term

The Terms of Reference are effective from [first meeting date] until December 2022 (that is, for the life of the Respecting Indigenous Knowledge program).

Reports To

The CAUL Board, via the Chair.

Roles and Responsibilities

Chair

1. Establishes and implements a work plan in consultation with the Advisory Group and the Director, Strategy & Analytics.
2. Provides direction and oversight of the Advisory Group.
3. Supports and solicits input from Advisory Group Members.
4. Attends and chairs all Advisory Group meetings.
5. Act as a spokesperson on behalf of the Advisory Group to the Board.
6. Reports to the Board on the Advisory Group's recommendations, results and outcomes.

Advisory Group Member

1. Is an active member of the Advisory Group.
2. Informs the Chair of matters relevant to the business of the program.
3. Actively contributes expertise and experience to advance the work of the program.
4. Undertakes allocated work to agreed timelines.
5. Is an active participant in program planning and evaluation activities.
6. Attends all Advisory Group meetings.

Membership

The Advisory Group will comprise

- Program Director, Respecting Indigenous Knowledge (Chair)

- Director, Strategy & Analytics (Secretary)
- Four Indigenous staff members of CAUL Member institutions (including one CONZUL Member institution staff member), selected via an expression of interest process
- Two senior leaders (University Librarian or equivalent, Deputy Director or equivalent) (including one CONZUL Member), selected via an expression of interest process
- An external representative (for instance, an Indigenous senior leader) who can provide strategic or critical input into the work of the Advisory Group, appointed by the Chair.

The Advisory Group may include Members with overlapping areas of representation.

Where an Advisory Group Member withdraws from the Advisory Group during the term of the group, the Chair will liaise with the Program Director and Director, Strategy & Analytics to determine if a replacement Member is required. If a replacement is required, they may be

- selected from the original expressions of interest or
- appointed by the Board following recommendations from Council.

Meetings

- Advisory Group meetings will be held at least monthly for the life of the Advisory Group and more frequently as required.
- The Chair will chair meetings.
- A meeting quorum will be 50% of Advisory Group Members.
- Secretariat duties will be performed by the Director, Strategy & Analytics.
- An agenda and post-meeting actions will be prepared for every meeting. These documents will be stored in the Advisory Group's Google Drive folder.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Reporting

The Chair is responsible for reporting on the work of the Advisory Group through regular updates to the Board.