

**CHARTER**  
For the Industry Advisory Group of the  
Co-operative Management and Organisation Educational Program  
The University of Newcastle

**Approved in inaugural meeting of the Industry Advisory Group on 23<sup>rd</sup> February 2017  
Morris Altman was elected chair on 23<sup>rd</sup> February 2017.**

**ROLE OF THE COMMITTEE**

1. To encourage the development of research, education and training in the area of co-operative organisation and management, social enterprises and cooperative innovation
2. To provide advice on course development within the Co-operative Organisation and Management Programme, including:
  - to assist in the review of existing accredited courses/Programs
  - to assist in the development of new courses/Programs
  - to assist in the development of short courses/Executive Programs
3. To suggest and support the development of research into the Co-operative Sector
4. To promote University of Newcastle Programs
5. To assist in the promotion of closer relationships between the University, industry and the wider community

**MEMBERSHIP OF THE COMMITTEE**

**The Committee will comprise:**

**Industry Members**

Around 10 senior representatives from the co-operative and social enterprise sector.

**University Members**

Three-four representatives from the University, acting in an ex officio capacity:

- Dean and Professor in Behavioural Economics Morris Altman Newcastle Business School
- Pro Vice-Chancellor, Faculty of Business and Law
- Program convenor of the Co-operative Management and Organisation educational programmes (Sidsel Grimstad)
- Academic from the Law School (Ann Apps)
- Academics from Human Geography (Professor Jenny Cameron and Joanne Macneill)

The term of membership will be two years, in the first instance.

**Guests/observers:**

All members of the Co-operative Management and Organisation Programmes Teaching Team as well as academics undertaking research in the field are invited to all formal meetings of the Committee. Others may be invited, depending on meeting agenda.

## **ROLES**

Role of the Chair/Alternate Chair:

1. To chair the meetings of the Committee
2. To work with the Committee Executive Officer to prepare the agenda and papers for meetings, and to approve minutes of meetings
3. To assist with the nomination of committee members
4. To advance effective relationships between the committee, the industry, the teaching team and the university more broadly.

### **Role of the Committee:**

1. To fulfil the objectives of the Committee

### **Role of Executive Officer:**

The Executive Officer will be the Convenor for the Co-Operatives Management and Organisation Educational Programs

1. To work with the Chair/Alternate Chair to prepare the agenda and papers for meetings, and to prepare and distribute minutes of the meetings after approval from the Chair.
2. To ensure good communication between the Committee and members of the Teaching Team
3. To ensure good communication between the Committee, key members of the Faculty, and, where appropriate, the University

## **Working Groups**

Members of the Industry Advisory Committee may participate in Working Groups on specific issues with members of the GCCOOP Teaching Team and others where appropriate. These Working Groups may, for example, work on the development of content and/or delivery for specific courses/programs, or advise on the development of short courses.

## **MEETINGS**

1. Meetings of the Committee will be held maximum three times a year after each trimester (May, September and December).
2. A quorum of five Committee members, with at least three non-university members, is required to hold a meeting.

3. If necessary, Committee members may attend by video conference or telephone hook-up.
4. The first meeting will be held at the University. Thereafter, Committee members will agree on the date/venue of the next meeting at the conclusion of each meeting

#### **RECORDS AND INFORMATION SHARING**

1. The EO will distribute minutes within two weeks of the meeting to all Committee members
2. Minutes will be distributed to all members of the MCOOP Teaching Team.