

AUGUST 2019

## **1. PREAMBLE**

- 1.1 This document outlines the role and responsibilities of the University of Newcastle's Centre for 21<sup>st</sup> Century Humanities ('the Centre') external Industry Advisory Board ('the IAB'). The IAB is a consultative forum to inform, guide and develop the Centre's overall direction and strategy from the perspective of industry and community leaders.
- 1.2 The purpose of the IAB is to provide strategic-level advice on the Centre's research projects and community/industry activities, as well as promote those projects and activities, with the aim of extending the Centre's reach and create new partnerships within the community.
- 1.3 The Centre is an inter-disciplinary research centre within the Faculty of Education and Arts. It supports high-quality humanities research using the innovative methods of the new century. The Centre focuses on three key themes of e-research, impact, and crossing disciplines, and is affiliated with the following research groupings:
- Centre for the Study of Violence
  - Centre for Literary and Linguistic Computing
  - Endangered Languages Documentation, Theory and Application (ELDITA)
  - Early Modern Women Research Network (EMWRN)
  - Purai: Global Indigenous History Centre
  - Social Research and Regional Futures
  - Centre for Early Modern Studies
  - Wine Studies Network
- 1.4 The Centre's mission is foster research that investigates human agency in our past, present and future. An era of unprecedented human impact on the world and the rise of new digital technologies opens new questions about what it means to be human today. C21CH offers a forum for the creation of new knowledge for turbulent times.

## **2. CURRENT MEMBERSHIP**

(Chair) Prof Victoria Haskins	Director, Centre for 21 <sup>st</sup> Century Humanities, University of Newcastle
Lorena Allam	Journalist, <i>Guardian</i>
Julie Baird	Director, Newcastle Museum
Nathaniel Bavinton	Smart City Coordinator, City of Newcastle
Julien Castaldi	Partner, Laycock Burke Castaldi Lawyers
Suzie Galwey	Co-Founder, Hudson Street Hum
James Garvey	Director, Williamstown Aerospace Centre
Suzie Gately	Manager, Libraries & Learning, Newcastle City Council
Lucia Hill	Chief of Staff, ABC Newcastle
Georgia Lazzari	Regional Tourism Development Manager, Tourism NSW
Rosemarie Milsom	Founding Director, Newcastle Writers Festival
Christopher Saunders	Project Manager, The Creative Ingredient
Gilleen Shaw	Art Curator, University Gallery

- 2.1 Membership of the IAB is voluntary. Members are drawn principally from local industry and community, are leaders in their profession and/or are influential in the community, and have demonstrated a strong interest in the Centre's work, goals and activities. Members are not financially rewarded for their participation.
- 2.2 Membership of the IAB is by invitation from the Chair.
- 2.3 Members may be re-appointed for successive terms upon mutual agreement. The minimum term is one year.
- 2.4 The IAB Chair is the Centre's current Director, or a Deputy-Director nominated by the Director.
- 2.5 The IAB is supported by the University of Newcastle's Centre of 21st Century Humanities, the Faculty of Education and Arts, the School of Humanities and Social Sciences, and the Office of Alumni & Philanthropy, all of whom provide guidance, advice and operational support as required.

### **3. COMPOSITION AND MEETINGS**

- 3.1 The Chair may appoint additional members to the IAB as deemed appropriate.
- 3.2 The IAB will meet a minimum of two times per year at times determined by the Chair. The IAB may meet on an ad hoc basis in response to a request from an IAB member.

### **4. QUORUM AND MANAGEMENT OF URGENT BUSINESS**

- 4.1 A quorum constitutes the nearest whole number above one half of the membership of the IAB.
- 4.2 In the event a quorum is not reached or urgent business of the IAB needs to be attended to prior to the next scheduled meeting, members may provide their advice or guidance and/or vote on matters via email and a flying minute. Members will be given written notice of the motion and a majority of the voting members must give written agreement to the motion for the motion to be passed. Advice of the outcome of the motion will be given to each member as soon as practicable. Any motion will be noted in the minutes at the next IAB meeting.

### **5. AUTHORISATION OF PROXIES**

- 5.1 IAB members should make every effort to attend meetings, but may send nominees where such nominees are authorised to make decisions on behalf of the absent member.

### **6. IN ATTENDANCE**

- 6.1 The Chair may invite any other person to assist the deliberations of the IAB by attending either for particular items or for entire meetings.
- 6.2 The Chair will appoint a secretary to service the IAB who will have the rights of audience and debate.

## **7. FUNCTIONS**

7.1 The purpose of the IAB is to:

- inform, guide and develop the Centre's overall strategic direction, bringing an external perspective from industry and community
- provide advice to the Centre's Director on new trends and transformational changes that are (or are expected to) taking place in industry and advising the Director on how best to position itself to adapt to change
- provide input, promote and support the execution of the Centre's research activities, research dissemination to industry, industry recruitment of students, and alumni/community/industry engagement events and activities
- champion the Centre's research projects and activities within the members' networks, with the aim of extending the Centre's reach and create new partnerships within the community
- assist in identifying and encouraging potential supporters, sponsors and donors to the Centre
- foster collaboration between industry and the University of Newcastle in opportunities for joint research programs and initiatives and formulation of industry-relevant research questions
- provide feedback on the Centre's community engagement activities and recommendation for improvement.

## **8. AUTHORITY**

8.1 The Centre's Director authorises the IAB, within the scope of their responsibilities, to:

- perform activities within its terms of reference as the IAB deem relevant and necessary
- establish working groups as required to assist the IAB in the exercise of its duties and execution of initiatives, and
- receive such additional information as required, sourced through the IAB Chair.

## **9. PROCESS**

9.1 The IAB may draw on information from any source it considers relevant, including the knowledge of individual IAB members.

## **10. REPORTING**

10.1 The Chair of the IAB will report annually to the Centre and the Pro Vice-Chancellor (Faculty of Education and Arts) on the IAB's activities, outcomes and future plans.

10.2 The Chair of the IAB may provide ad hoc reports to the University of Newcastle's Executive Committee where appropriate.

## **11. PERFORMANCE REVIEW**

11.1 The terms and membership of the IAB will be reviewed annually (and at any time) by the Chair, in consultation with appropriate people.

11.2 The IAB may also perform an annual performance review to assess its own effectiveness and review the IAB Charter.

**DOCUMENT HISTORY**

Prepared by	Lisa Calder-Patrick (external consultant) Director and Principal Consultant, LCP Advisory	V1: 16/11/18
Reviewed and edited by	Prof Ros Smith, Director (2018), Centre for 21 <sup>st</sup> Century Humanities Prof Victoria Haskins, Director (2019), Centre for 21 <sup>st</sup> Century Humanities	V1: 16/11/18 V2: 17/6/19
Reviewed by	Tabled at IAB meeting 23/11/18 Tabled at C21CH meeting 20/6/19 Tabled at IAB meeting 26/7/19	V1: 23/11/18 V2: 17/6/19 V3: 04/7/19
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