



ARC Centre of Excellence for
All Sky Astrophysics in 3 Dimensions

Executive Management Committee

Terms of Reference

OVERVIEW

The ARC Centre of Excellence for All Sky Astrophysics in 3 Dimensions (ASTRO 3D) is a Research Centre of Excellence funded over 7 years by a \$30.3 million grant from the Australian Research Council (ARC) and supported by nine collaborating Australian universities.

The Centre will ultimately produce a comprehensive picture of the evolution of matter, the chemical elements, and energy in the Universe from shortly after the Big Bang to the present day. ASTRO 3D merges world-leading Australian and international optical, infrared and radio telescope technologies with sophisticated theoretical simulations and ambitious new big data analysis techniques to open a new realm in astrophysics - a 3D understanding of the origins of the Universe and our place within it. Through the Centre, the next generation of scientific leaders will be trained within a cohesive, national and international framework that includes cutting edge science and data intensive infrastructure, highly successful nationwide and worldwide collaborations, leading equity and diversity programs, and large-scale public education and outreach programs.

FUNCTION OF THE COMMITTEE

The Executive Management Committee works collaboratively to oversee the development of the strategic plan, financial and risk management and monitoring performance against the agreed outcomes.

ROLE OF THE COMMITTEE

The role of the Committee is to:

- approve policies;
- approve Terms of Reference and receive recommendations from the Science Management, Gender Action, Education Outreach, Intellectual Property, Postdoctoral and Student Committees;
- develop the Strategic Plan;
- ensure effective governance;
- ensure efficient financial management;
- monitor performance against agreed KPIs;
- assess external funding opportunities;
- ensure compliance with the ARC Funding Agreement and Funding Rules;
- approve the Annual Report; and
- report to the International and National Advisory Boards.

MEMBERSHIP

Membership of the Executive Management Committee ensures that all Collaborating Universities are represented and comprise of the following.

- the Centre Director;
- the Centre Deputy Director;
- the Node Leaders at each collaborating university; and
- The Chief Operating Officer.

CHAIR

The Committee will be chaired by the Centre Director, or in their absence, the Deputy Director.

RESPONSIBILITIES OF MEMBERS

The responsibilities of individual committee members include:

- attendance at meetings, either in person or by video/teleconference;
- understanding the strategic direction of the Centre;
- understanding the outcomes to be achieved by the Centre;
- providing constructive input to the deliberations of the Committee;
- balancing the needs of the Centre against those of their own university; and
- working collaboratively to achieve quality outcomes for the Committee and the Centre.

MEETINGS

The Committee will meet monthly, other than December and January, by video/teleconference with face to face meetings held at least twice per year.

PROXIES

If a committee member cannot attend a meeting they may nominate a proxy, who should, wherever possible, be at the level of Chief Investigator.

COMMITTEE SECRETARY

The Chief Operating Officer, in consultation with the Committee Chair, will nominate an ASTRO 3D administrative staff member to act as Committee Secretary.

QUORUM

A minimum of four members is required for the meeting to be recognised as a formal meeting and for decisions to be valid.

AGENDA

- 1) Items for inclusion on the Agenda should be forwarded to the Chair, and copied to the Committee Secretary, at least 5 working days prior to the next scheduled meeting.
- 2) The Agenda and papers for discussion will be distributed electronically at least 3 working days prior to the meeting.

MEETING MINUTES

Draft Minutes will be prepared and approved by the meeting Chair within 5 working days. Once approved the Minutes will be circulated to Committee members.

REPORTING

The Executive Management Committee will report to the International and National Advisory Boards annually or more often, as appropriate.

Current as at 15 August 2018