



Indigenous Student Success Program Grants Committee

Charter

The *Indigenous Student Success Program Grants Committee Charter* sets out the membership, responsibilities, authority and operations of the Indigenous Student Success Program Grants Committee of Southern Cross University.

The Indigenous Student Success Program Grants Committee (ISSPGC) is established to meet the requirements of the Indigenous Student Assistance Grants Guidelines 2017 (updated).

Responsibilities of the ISSPGC

The Committee is responsible for advising the Vice Chancellor on, reviewing, making recommendations about, and monitoring the use of ISSP grants.

In formulating and determining its advice, the committee works collegially and by consensus.

Membership

The membership of the ISSPGC is:

- Chair - Dean, Gnibi College of Indigenous Australian Peoples
- Team Leader - Indigenous Australian Student Services
- Senior Student Management Officer, Student Administration Services (Scholarships and Admissions)
- Director, Office of the Vice Chancellor

Advisers

The Committee values advice and input from a diverse range of stakeholders, including Indigenous Elders, University staff and students. To that end, the Chair will have sole discretion in regards to attendance and the distribution of invitations for each meeting of the Committee.

Quorum

At least three Committee members must be present to constitute a quorum.

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Flying Minute

The Chair may determine that urgent matters requiring the Committee's approval between meetings may be conducted by Flying Minute.

Flying Minutes require a simple majority and must be evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from the email account which the Committee Secretary is satisfied belongs to the member concerned.

Appointment

The Vice Chancellor appoints members to and from the Committee subject to:

- all appointees having skills and experience relevant to the role; and
- the committee at all times retaining a majority of Indigenous persons.

Chair and Secretariat

The Chair and Secretary of the Committee are appointed by the Vice Chancellor.

Support

The ISSPGC Secretary is responsible for:

- Preparing and distributing agendas and supporting papers no less than 5 days prior to meetings;
- Preparing meeting records in the form of formal minutes;
- Circulating minutes and agendas to all members and the Vice Chancellor.

Meetings will be held at least 2 times per year, and more frequently at the discretion of the Chair.

Amendment, Modification or Variation

This Charter may be amended, varied or modified in writing by the Vice Chancellor.